

**Michigan State University
College of Nursing**

BSN Student Handbook

Preamble

The Dean, faculty, and staff are delighted to welcome you as a spartan nurse to the Michigan State University (MSU) College of Nursing. Our nationally ranked programs will give you a solid foundation for your nursing career. This version of the Baccalaureate Nursing Program student handbook gives you important information to guide you during your enrollment. Please read this handbook in detail. The information is designed to facilitate your success.

We wish you much success in your courses and academic activities.

Sincerely, the Dean, faculty and staff.

Notices

This version of the student handbook replaces prior versions published or posted online prior to August 16, 2024. All students are required to read the handbook and familiarize themselves with the MSU CON mission, vision, and values ([About The College | College of Nursing \(msu.edu\)](#)), policies and procedures.

The University prohibits sex/gender discrimination in any program or activity that it operates and that individuals may report concerns or questions to the Title IX Coordinator and provide the location of the Notice on the University's website (which is <https://civilrights.msu.edu/policies/OCR%20Notice%20of%20Non-Discrimination%20-%202009-05-23.pdf>).

MSU is accredited by the Higher Learning Commission [Accreditation | Michigan State University \(msu.edu\)](#).

The Michigan State University College of Nursing baccalaureate, master's, and doctor-of-nursing practice programs are accredited by the Commission on Collegiate Nursing Education (CCNE) [CCNE Accreditation \(aacnursing.org\)](#).

The Michigan State University College of Nursing nurse anesthesia doctor-of-nursing practice program carries an additional accreditation by the Council on Accreditation – nurse anesthesia (COA) [Council on Accreditation - Supporting Quality Assessment and Improvement in Nurse Anesthesia Education \(coacna.org\)](#), a specialized accrediting body recognized by the Council for Higher Education and the United States Department of Education.

Table of Contents

BSN Student Handbook	i
Baccalaureate Programs.....	2
Undergraduate Nursing Program Pathways	3
Accelerated Second Degree (ABSN) Admission Prerequisites	6
BSN for Registered Nurses Sample Curriculum	7
Academic Standards.....	8
Michigan State Residency for RN-to-BSN Students	8
Grading Scale	9
Progression Policies	9
Probationary Academic Status	10
Dismissal From the College of Nursing.....	11
Reinstatement to the BSN Program.....	11
Voluntary Withdrawal from the Nursing Sequence	13
CON Student Progress Reports.....	13
MSU Enhancing Academic Success Early (EASE).....	14
Attendance Policy	14
Inclement Weather Policy.....	15
Course Compliance Requirements: Health and Immunization Policy	16
Honors Option in Nursing Courses	17
Independent Study.....	17
Final Exams	19
Procedures for Administering Examinations on Campus.....	19
Off-Campus Proctored Exam Policy	21
Kaplan Policy.....	21
SafeMedicate® for Traditional and Accelerated Option BSN Students	22
Clinical Experience Policies	23

Clinical Placements	23
Travel Requirements and Personal Safety	24
Invasive Procedure Guidelines	25
Student Clinical Attire Policy	25
Mobile Device Policy - LAC	27
Support Services.....	28
Student Parking	28
Student Listserv	28
Office of Student Affairs.....	28
Counseling Services	29
Resources and Facilities.....	29
Travel Abroad	30
Ceremonies, Honors, and Awards.....	30
Awards and Scholarships: Scholarship Information	31
College of Nursing Scholarships.....	31
External Funding Sources Students	32
Student Professional Activities.....	32
Nursing Student Association.....	32
Sigma Theta Tau, Alpha Psi Chapter	33
Standing Committees with Student Representation.....	34
Adjudication of Academic Cases.....	34
Academic Hearing Board Structure	35
Forms.....	35

College of Nursing

Mission

To advance the health of individuals and communities through inclusive and equitable nursing education, research, scholarship, and practice.

Vision

To be recognized as a premier nursing college and a transformative force in improving health disparities and social outcomes in Michigan and beyond.

Values

- Advocacy
- Collaboration
- Compassion
- Inclusive excellence
- Integrity
- Social justice

Bachelor of Science in Nursing (BSN) Programs

BSN Graduate Program Outcomes

The mission of Michigan State University (MSU) College of Nursing (CON) is to advance the health of individuals and communities through inclusive and equitable nursing education, research, scholarship, and practice. This mission is achieved by students in the Baccalaureate of Nursing programs through a learner-centered academic environment that focuses on what and how students learn, the conditions under which they learn, their ability to retain and apply learning, and their preparedness for future learning.

The role of the teacher in learner-centered academic environments is to be a facilitator of active and engaged learning, fostering trusting student-teacher relationships through flexibility and creativity. As students become involved in their learning, they share accountability for learning outcomes with educators in ways that facilitate the development of **caring, professional, and knowledgeable** nurses. These nurses use **individual, community, and systems perspectives** to **advocate** for quality care of diverse patients in dynamic and variable healthcare environments. Their nursing care promotes the **health and the well-being** of patients at local, regional, national, and global levels.

For more information about the CON and its values, students should also examine the *CORE Handbook* (https://nursing.msu.edu/download_file/view/932/319).

BSN Program Outcomes

Leadership

Integrate leadership skills and principles to facilitate optimal patient and systems outcomes.

Communication

Incorporate principles of effective communication with members of the health team and interested groups to improve health outcomes for patients, families, and communities of interest.

Collaboration

Skillfully interact with patients, intra-and interprofessional colleagues, and teams to achieve optimal outcomes.

Evidence-Based Practice

Synthesize evidence to provide and advocate for optimum care in accordance with patient preference and needs.

Health Promotion and Risk Reduction

Educate patients, empowering them to improve health using a wide range of individual, social, and environmental interventions.

Ethical Practice

Apply professional values and standards to practice while using ethical reasoning and relational skills to identify ethically justifiable outcomes, maximizing the good for all.

Quality Nursing Care

Provides safe nursing care utilizing professional knowledge, skills, and attitudes to increase the likelihood of desired health outcomes.

Cultural Congruence

Apply knowledge and skills to practice effectively within the cultural context of the patient and community.

Global Responsiveness

Practice nursing with an appreciation of the reciprocal relationships between global and local socioeconomic, environmental, and health conditions.

BSN Nursing Program Pathways

Pathways for Acute and Primary BSN Students

The BSN curriculum is conceptualized as having two pathways: acute health care nursing and primary health care nursing. These pathways converge to provide a holistic approach to nursing education by focusing on the professional nurse’s role in both environments, which prepares graduates to function as nurse generalists in primary, secondary, and tertiary healthcare settings.

The **acute health care nursing (AHCN)** pathway includes emergency care, trauma care, acute medical and surgical care, critical care, urgent care, and short-term inpatient stabilization with a primary focus on curative, rehabilitative, or palliative actions within an integrated systems framework.

The **primary health care nursing (PHCN)** pathway focuses on health promotion, disease prevention, primary care, population health, and community development within an integrated systems framework.

The integration of acute health care with primary health care completes a healthcare system paradigm that fully encompasses all essential aspects of health care delivery.

AHCN pathway courses	PHCN pathway courses	Courses supporting both
NUR 323	NUR 333	NUR 205
NUR 337	NUR 471	NUR 301
NUR 371	NUR 438	NUR 342
NUR 434		NUR 442
NUR 438		
NUR 439		
NUR 460		

Traditional BSN (TBSN) Sample Curriculum

CON admission requirement	University requirement
WRA 101 (4): Writing	ISS 2XX (4): Social Science
PSY 101 (4): Introductory Psychology	ISS 3XX (4): Social Science
MTH 103 (3): College Algebra	IAH 201-210 (4): Humanities I

HNF 150 (3): Introduction to Human Nutrition	IAH 211-241 (4): Humanities II
CEM 141 (4): General Chemistry	
BS 161 (3): Cells and Molecules	
ANTR 350 (3): Human Anatomy & Structural Biology	

A minimum 2.0 grade point average (GPA) is required in each admission-required course and science prerequisite. Elective credits will be needed to reach the 120-credit minimum required for graduation.

TBSN Course Sequence with Foundation Course Trajectory

Nursing 1		Nursing 2		Nursing 3	
PSL 250: Physiology	4	NUR 205: Introduction to Professional Nursing	4	NUR 323: Nursing Care of Acute and Chronically Ill Patients I	5
CEM 161: General Chemistry Lab	1	NUR 301: Clinical Pathophysiology	3	NUR 333: Health Promotion	4
HDFS 225 or PSY238: Lifespan of Human Development	3	PHM 350: Pharmacology	3	STT 200: Statistical Methods	3
		MMG 201/302: Fundamentals of Microbiology + Lab	3/1		
Semester credits = 8		Semester credits = 14		Semester credits = 12	

Nursing 4		Nursing 5		Nursing 6	
NUR 337: Nursing Care of Acute and Chronically Ill Patients II	6	NUR 434: Nursing Care of Acute and Chronically Ill Patients III	4	NUR 460: Leadership in Clinical Practice	5
NUR 342: Research, Ethics, and	3	NUR 438: Nursing Care of Children and Their Families	3	NUR 471: Public Health Nursing	3

Evidence-Based Practice				
NUR 371: Behavioral Health Nursing	4	NUR 439: Nursing Care of the Childbearing Family	3	NUR 442: Research, Ethics, and Evidence-Based Practice II
Semester credits = 13		Semester credits = 10		Semester credits = 11

Accelerated BSN (ABSN) Admission Prerequisites

*ANTR 350 (3)^: Human Anatomy and Structural Biology	*PSL 250 or 310 (4)^: Introductory Physiology
CEM 141 (4): General Chemistry	STT 200/201 (3): Statistical Methods
MMG 201 (3): Fundamentals of Microbiology	HDFS 225 (3): Lifespan of Human Development OR PSY 238
*NUR 301 (3): Pathophysiology	HNF 150 (3): Introduction to Human Nutrition
PHM 350 (3): Introduction Human Pharmacology	PSY 101: Introductory Psychology

* Candidates must have completed course (or approved equivalent) within 5 years of program start.

^ Anatomy and physiology courses must be completed at the time of application or in progress.

ABSN Course Sequence

Nursing 2/3		Nursing 4		Nursing 5		Nursing 6	
CR		CR		CR		CR	
NUR 205: Introduction to Professional Nursing	4	NUR 337: Nursing Care of Acute and Chronically Ill Patients II	6	NUR 434: Nursing Care of Acute and Critically Ill Patients	4	NUR 460: Leadership Clinical Immersion	5

NUR 323: Nursing Care of Acute and Chronically Ill Patients I	5	NUR 342: Research, Ethics, and Evidence Based Practice	3	NUR 438: Nursing Care of Children and Their Families	3	NUR 471: Public Health Nursing	3
NUR 333: Health Promotion	4	NUR 371: Behavioral Health Nursing	4	NUR 439: Nursing Care of the Childbearing Family	3	NUR 442: Research, Ethics, and Evidenced Based Practice II	3
Semester credits = 13		Semester credits = 13		Semester credits = 10		Semester credits = 11	

BSN for RN Sample Curriculum

RN-to-BSN Prerequisite Courses

WRA 101/110: Writing Rhetoric	ANTR 350: Human Anatomy and Structural Biology
ISS 2XX: Social Science	MMG 201 & 302: Fundamentals of Microbiology + Lab
IAH 201-210: Humanities I	CEM 141 & 161: General Chemistry + Lab
IAH 211-241: Humanities II	STT 200/201: Statistical Methods
PSY 101: Introductory Psychology	PSL 250 or 310: Introductory Physiology

For additional information on transferring courses to MSU, visit transfer.msu.edu. Students will receive 30 credits upon completion of NCLEX and RN licensure in recognition of an Associate Degree in Nursing (ADN). Students should be aware that transfer courses are subject to change.

If students are transferring from Lansing, Macomb, Muskegon, Oakland, or St. Clair County Community College and participating in the partnership program, they should refer to the partnership program guide. More information is available on our partnership program page (<https://nursing.msu.edu/undergraduate/rn-bsn>).

Semester 1		Semester 2		Semester 3		Semester 4	
CR		CR		CR		CR	
NUR 353: BSNs Promoting Health Across the Care Continuum	3	NUR 465: Leadership Immersion	4	NUR 461: Community and Population Health	4	ISS 3XX: Integrative Studies in Social Science	4
NUR 352: Genetics: Transforming Healthcare	3	NUR 354: Research, Ethics and Evidence- Based Practice for Nurses	3	NUR 462: Healthcare Policy, Regulation and Finance	3	NUR 463: Scholarly Project Seminar	3
NUR 351: BSN Impact on Healthcare	3						
Total elective/Transfer credits = 60	Prior learning credits granted for successful completion of NCLEX = 30		Total RN-to-BSN program credits = 30		Minimum credits for graduation = 120		

Academic Standards

Michigan State Residency for RN-to-BSN Students

MSU is not authorized to offer online education in certain jurisdictions; changes in students' residency may impact their ability to continue in the program.

Students who relocate to another state after admission to an online or hybrid MSU CON program will be subject to the new resident state's regulations for distance education. Many states have regulations regarding out-of-state distance education providers, which may include restrictions from online courses with didactic and clinical practicum requirements required for the CON program. In the event that students are considering relocating to another state or completing clinical requirements in agencies outside of Michigan, it is imperative that they contact their advisor and the CON Office of Student Affairs (<https://nursing.msu.edu/student-resources/overview>) to discuss the appropriate process.

Grading Scale

Grade Rounding is for Final Grades Only

The MSU 4.0 grading system will be utilized to report final course grades. All graded assignments will be recorded to the hundredth place (2 decimal points). The total points/percent will be rounded to a whole number using the 0.5 rule. Total points/percent greater than and equal to 0.5 will be rounded up, while those 0.49 and below will be rounded down to the nearest whole number. There is no opportunity for “extra credit” in the courses. The standard CON BSN grading scale will be utilized.

%	Grade
93.5–100	4.0
88.5–93.49	3.5
83.5–88.49	3.0
78.5–83.49	2.5
74.5–78.49	2.0 (minimum passing grade)
69.5–74.49	1.5
64.5–69.49	1.0
<64.49%	0.0

For more information on the rounding policy, please refer to the *CORE Handbook* (https://nursing.msu.edu/download_file/view/845/319)

Progression Policies

Professional Development Guidelines

Preparation for the professional practice of nursing requires more than the acquisition and application of knowledge. Therefore, in addition to the academic criteria listed in the progression in the major guidelines, the student must also demonstrate the following:

- appropriate interpersonal relations and communication with clients, peers, faculty, and other health care personnel;
- responsible fulfillment of class and practicum obligations, including provision of safe nursing care in the practicum setting;
- and honesty and integrity in all academic and professional matters.

Failure to meet each professional development guideline may result in the student earning a grade of 0.0 for the course.

MSU CON faculty reserves the right to dismiss a student from clinical areas if the student is ill, unprepared, late, or deemed to be a risk to patient safety. Dismissal from clinical for any reason, excluding student illness, is deemed unexcused, thus carrying the requisite grade consequences as described in the course syllabus.

Legal Regulation of Nursing Practice

Students enrolled in the CON must conduct themselves to conform with the nursing practice regulations of the State of Michigan as presented in the Michigan Public Health Code Act 368 of 1978 and as amended. Students must also demonstrate maturity of judgment. In assessing the quality of a student's academic and clinical performance, faculty take account of the student's maturity of judgment, as well as the professional development guidelines noted above. The CON may refuse enrollment, discontinue enrollment, or refuse re-enrollment of any student who violates state nursing practice regulations or who, in the professional judgment of the faculty, exhibits a serious deficiency with respect to their maturity of judgment or conformity with professional development guidelines.

Probationary Academic Status

BSN students will be placed on probationary academic status when any of the following occur:

- *Students earn a final course grade below 2.0 in any required nursing course for the first time in their program of study.
- BSN students withdraw from a required nursing course (excludes dean withdrawal or medical withdrawal).
- Students who experience temporary physical, behavioral, psychological, or other difficulties that interfere with their ability to meet academic objectives, professional standards, and/or the CON's published Technical Standards.
- Students engage in unprofessional conduct as outlined by the MSU CON student Honor Code (see *CORE Handbook*), *MSU Spartan Code of Honor* (<http://asmsu.msu.edu/initiatives/spartan-code-of-honor/>), or Professional Development Guidelines as outlined above.

Students placed on academic probation will meet with the assistant or associate dean to discuss requirements for removal of probationary status. The student will receive a written improvement plan reviewed and signed by the assistant dean or associate dean

and the student. When appropriate, a student advisor may be invited to the meeting and included in the development of the written improvement plan.

The improvement plan will outline the requirements for academic probationary status removal, including a timeline to demonstrate achievement. If the student fails to achieve the requirements outlined on the performance improvement plan, the student may be dismissed from the CON.

Dismissal From the CON

BSN students may be dismissed from the CON when any of the following occur:

- Students earn a second final course grade below 2.0* in any required nursing course.
- Students engage in any act that is a serious violation of the Criminal Code of Michigan or that seriously compromises the welfare or integrity of another person.
- Students engage in repeated episodes of unprofessional conduct as outlined by the MSU CON Student Honor Code (see *Core Handbook*), MSU *Spartan Honor Code*, or Professional Development Guidelines as outlined in the *BSN Student Handbook*.

*In order to progress from one semester to the next, a grade of 2.0 or above must be earned in each required nursing course within a semester.

Reinstatement to the BSN Program

Any student* seeking reinstatement to the CON must (a) meet with the assistant dean for BSN Programs (or designee) and (b) write a letter to the assistant dean that includes the following:

- an explanation of their withdrawal or dismissal;
- the reason for seeking reinstatement to their respective BSN program;
- an explanation of how the circumstances that led to their withdraw have changed (for students who have withdrawn from their program);
- a detailed plan for success in their program moving forward, including recommendations from the assistant dean for BSN Programs (or designee) and/or their academic advisor (for students who have been dismissed from their program);
- and the specific semester they wish to return.

Upon receipt of request for reinstatement the assistant dean (or designee) will respond to the student through MSU email to inform them that their request has been received and is being processed.

The assistant dean for Undergraduate Programs (or designee) will contact course faculty, program coordinator, and faculty advisor (if applicable) to receive input on a student's potential for success and recommendation regarding reinstatement. Upon reaching a decision in collaboration with program faculty, the associate dean for Academic Affairs (ADAA; or designee) will inform the student of their reinstatement decision. All final reinstatement decisions will be dependent on course space availability.

Reinstatement for students in the CON may include:

- readmission to the university (<https://reg.msu.edu/StuForms/Readmission/ReadmissionProcedure.aspx>);
- updating knowledge and skills as recommended by the program coordinator or appropriate faculty, which may include repeating courses;
- fulfillment of all current requirements for graduation;
- and fulfilling and updating all custom compliance prior to returning.

If a student disagrees with their reinstatement decision, they are eligible to grieve the decision in accordance with procedures outlined in the Student Rights and Responsibilities (<https://spartanexperiences.msu.edu/about/handbook/student-rights-responsibilities/index.html>).

It is the responsibility of the assistant dean for Undergraduate Programs (or designee) to inform the Undergraduate Program Committee of students deemed eligible to return to their BSN program. Students will be referred to the Office of Student Affairs for major/career advising and counseling referral as appropriate.

The Office of Student Affairs will prepare information on the student's past academic progress, status at the time of withdrawal, and other pertinent data for presentation to the assistant dean for Undergraduate Programs (or designee). Recommendations may include that the student:

- be reinstated;
- be denied reinstatement;
- or be reinstated for a probationary period with specific conditions in writing.

The final decision for reinstatement will be determined by the assistant dean for Undergraduate Programs, who will notify the student of the final decision in writing.

Copies will be sent to the director of the Office of Student Affairs. All final reinstatement decisions will be dependent on course space availability.

*In the event that an RNBSN Partnership student is dismissed from their ADN program, they will be subsequently dismissed from the RN-to-BSN program. The student may request reinstatement to the RN-to-BSN program following reinstatement to their ADN program, as well as the successful completion of the course in which they “failed” in the ADN program.

Voluntary Withdrawal from the Nursing Sequence

Students seeking to withdraw from the CON sequence or MSU are strongly encouraged to meet with the assistant dean for Undergraduate Programs (or designee).

To voluntarily withdraw from the CON, a student must notify, in writing, the Office of Student Affairs prior to withdrawing.

After withdrawal, the student is responsible for declaring a new academic major and meeting with appropriate advising staff in their new major’s department or college. Students who voluntarily withdraw and wish to return at a later point are required to formally request, in writing, permission to return and will be accommodated on a space availability basis.

CON Course Progression Reports

During each semester, course progression reports are generated for students who are having difficulty meeting, or who are not meeting, clinical or theory course objectives. These reports are for nursing courses only.

For students having difficulty meeting course objectives, a course progression report is to be completed and signed by the faculty member(s) involved and discussed with the student. The student is to sign the report to indicate that they have read it. Any student having difficulty meeting course objectives **MUST** detail specific plans for improvement on the report.

Course progression reports are reviewed by the assistant dean for Undergraduate Programs (or designee) to provide for a systematic process that:

- evaluates and summarizes students’ academic performance
- evaluates continued progress to make recommendations for

- assistance,
- progression/retention,
- or dismissal.

After a course progression report is reviewed, the assistant dean for Undergraduate Programs (or designee) may request a follow-up report at any time during the term.

Enhancing Academic Success Early

Enhancing Academic Success Early (EASE) is a system housed by the university Registrar's Office and is used as a method of early warning to start the conversation between the faculty, student, and academic advisor at the first sign of academic trouble.

Students may receive EASE notifications from any course or instructor. Notifications are sent to students through the Registrar's Confidential Message Center. Academic advisors will also follow-up with students about their progress in a course after an EASE report has been submitted.

Attendance Policy

The MSU CON draws upon MSU's Attendance Policy (<https://reg.msu.edu/ROInfo/Notices/Attendance.aspx>) and the American Nurses Association's (ANA) *Foundations of Nursing* documents to guide its values and beliefs about BSN student attendance in classroom sessions, lab, and clinical practicum experiences. Students should review the following:

- *Scope and Standards of Practice* (<https://www.nursingworld.org/practice-policy/scope-of-practice/>)
 - Students demonstrate accountability by attending classes and clinical experiences.
- *Social Policy Statement* (<http://tinyurl.com/socialpolicy2015>)
 - Students demonstrate autonomy (accepting responsibility for attending classes and clinical sessions) to ensure learning the provision of quality nursing care.
- *Code of Ethics for Nurses* (<http://tinyurl.com/codeofethics2015>)
 - Nursing faculty members are responsible for holding students accountable for attendance.

Classroom Attendance

Classroom attendance is expected. A student who is absent from class may not have an opportunity to make up graded work and may be required to complete additional assignments. Attendance for online courses constitutes logging into class and participating in course learning activities as set forth in the course syllabus.

Clinical and Lab Experience Attendance

Attendance at clinical practice and lab experiences is required; it is necessary for achieving learning outcomes and will be monitored by course faculty. A student who is absent from clinical practice or lab experiences will need to make up graded work and may have additional assignments to offset missed clinical time at the discretion of the faculty member. In addition, a student who comes to the clinical practice setting late or with deficiencies in understanding or knowledge will be removed from the clinical setting for that day and may be asked to complete additional assignments to achieve course objectives.

Unavoidable Absences

Unavoidable absences due to events such as an illness or family emergency, death in the family, or severely ill family member sometimes occur. Students who are unavoidably absent from the classroom session or clinical or lab experiences are expected to notify their instructor and preceptor (when applicable) prior to session or experience, so that alternate plans to achieve learning outcomes can be made. In the case of absences due to illnesses or injuries, a health care provider's statement may be required for the student to return to the clinical setting.

For information regarding the CON's Grief Absence policy, visit the *CORE Handbook* (https://nursing.msu.edu/download_file/view/845/319) and the MSU Student Life website (<https://reg.msu.edu/roinfo/notices/griefabsence.aspx>).

Inclement Weather Policy

When MSU cancels classes due to inclement weather, all classes and clinicals are canceled as well. If students are participating in a clinical off campus when MSU cancels classes, they should contact their clinical instructor for instructions.

In the event of inclement weather, notification may be provided in one or more of the following formats:

- Emergency text messaging notification (<http://alert.msu.edu/>)

- Public Broadcasting Service
- Reverse 911 (this allows MSU to call phone numbers within the university to provide emergency alert and safety information, including instructions to stay in place)
- The MSU homepage (<https://msu.edu/>)
- Building Emergency Action Teams via Pager (these trained personnel advise and assist the university community in emergencies)

Sometimes weather may cause unsafe travel conditions. If the university remains open, clinical may be canceled by the instructor with consultation from the program coordinator. In such cases, there may be additional assignments or clinical time required of the students.

Course Compliance Requirements

Health and Immunization Policy

In order for students to protect themselves, and, as much as possible, the patients they will serve, students are required to provide documentation for vaccinations or immunity to various infectious agents. CON students are required to keep health maintenance records current until graduation from MSU CON.

All MSU CON undergraduate nursing students are required to be in compliance with all health/immunization requirements, criminal background checks, BLS certification, blood borne pathogen training, HIPAA training, and any other agency-specific requirement while in the nursing program (<https://nursing.msu.edu/student-resources/compliance>).

Students will be considered non-compliant if a designated immunization or other item required to be submitted to the University Physician's Office, Office of Student Affairs, (ACE Matching and Placement Program) ACE-MAPP, or another agency is not updated by the designated deadline.

Students enrolled in any nursing (NUR) courses who are non-compliant will receive a 1% reduction to their overall course grade for each item out of compliance during the course. If an item is not brought into compliance within 1 week, an additional 1% reduction will be taken for each week the student is out of compliance. All reductions will be applied at the end of the semester. Students are required to meet compliance requirements for the upcoming semester by **May 1st (for BSN fall semester)**, December 15th (for spring semester) and April 15th (for summer semester) or they will be pulled from their rotations.

Additionally, students enrolled in clinical courses who are identified as non-compliant will not be permitted to attend until documentation has been submitted to the correct compliance monitoring office. Clinical absences that result from non-compliance status may affect the ability of the student to successfully meet clinical course objectives, which may result in course failure.

Honors Option in Nursing Courses

The Honors Option (H-Option) makes it possible to fulfill honors work in any nursing course. An H-Option entails working with a professor to develop a project of interest. The student* must earn a minimum grade of 3.0 to receive the honors designation. Successful completion of an H-Option contract in a course will earn the student an “H” designation for the course on their transcript.

A student may wish to complete an H-Option in a class that is not already designated as honors. In this case, the student may undertake Honors-caliber study to receive Honors credit if other high-performance students are interested; the consent and guidance of faculty is needed. Faculty members may reject a request based on its unsuitability for the student or lack of time to work with the student.

H-Option work must be above and beyond the usual course requirements. Such work may take the form of individual or small group study or carrying out a project or investigation. The Honors Option Agreement Form (<https://honorscollege.msu.edu/academics/honors-option.html>) should be filled out for each participating student, in conjunction with the faculty, and submitted to the director of Student Support Services no later than the end of the second week of the semester.

*The honors option is available to TBSN and RN-to-BSN students but is not applicable to students enrolled in the Accelerated BSN program.

Independent Study

Independent study permits a student to develop personal competencies through individualized experiences and allows for exploration of an area in greater depth and/or from a different perspective than possible within the limits of required courses (the content of Independent Study must not be available through existing courses). The student takes initiative for the selection of a faculty advisor, topic, issue, or problem, and assumes major responsibility for the associated planning, implementation, and evaluation necessary.

The CON offers NUR 490 (Independent Study in Nursing [variable credit, 1–4 credits]). To be eligible, a student must:

- have a university GPA of 2.5 or above; and
- not exceed a total of 10 nursing credits more than those required in the curriculum.

The number of credits awarded is based upon the scope of the topic, issue, or problem, as well as the associated objectives. In general, 2 hr. per week of research (library or other sources) is equivalent to 1 credit.

Application Procedure

Prior to registration for an Independent Study, the student must:

- Select a topic, issue, or problem related to nursing.
- Tentatively determine the scope of the study and amount of time available to accomplish it.
- Discuss the proposed Independent Study topic, issue, or problem with the assistant dean of Undergraduate Programs or associate dean of Academic Affairs, who will assist in selection of a faculty advisor.
- Obtain faculty advisor approval for scope of project, relatedness to nursing, objectives, number of credits, and projected plan for guidance and evaluation.
- Complete the application for Independent Study through the Student-Instructor Forms menu on the MSU Registrar's website (<https://reg.msu.edu/StuForms/StuInstr/Menu.aspx>).

Criteria for Evaluation

The Independent Study faculty advisor and the student establish the criteria for evaluation via the Independent Study Form. Within the form, the following criteria should be met:

- The definition of the study is clear and appropriate (i.e., the purpose and the scope).
- The objectives reflect measurable outcomes that can be revised as necessary, are consistent with the topic, issue, or problem selected, and are attainable within the predetermined time for the study.
- The proposed approach to achieve the study outcomes are clearly stated.
- The conduct of the study reflects self-direction and self-evaluation.

Grading

The parameters for grading are provided in the Application for Independent Study document provided on the Office of the Registrar website (<https://reg.msu.edu/read/pdf/indestudyapp.pdf>).

Final Exams

Final exams are scheduled according to university policy (<http://schedule.msu.edu/>).

Procedures for Administering Examinations on Campus

- Seating for exams will be assigned by the course instructor.
- Attendance will be verified by faculty at the beginning of the examination, either by voice acknowledgement, by student sign in, by picture ID, MSU exam cover sheets, or by a combination of the aforementioned methods.
- Students may take a computer (if needed) and a pen/pencil to their seat.
- Items including book bags, electronic devices (including cell phones and smart watches), coats, hats, food, and drinks must be left at the front of the room or at a place where student access will not be questioned. Nonprogrammable calculators may be used at the discretion of faculty.
- A minimum of two proctors will be present for each exam. Proctors will circulate during the exam.
- Students may leave the exam room ONLY when their exam is completed.
- In classes where both individual and group exams are given, students must remain seated with their computer closed between completion of their individual exam and the beginning of the group exam.
- No talking is allowed during an exam.
- During the exam, faculty may answer questions about typos or other exam mechanics not announced at the beginning of the exam. Faculty will not answer inquiries related to content or clarify exam questions.
- Students are responsible for protecting the integrity of their own exam.
- Students are responsible for avoiding behaviors that raise suspicion of cheating, such as talking, signaling, or looking at another student's exam.
- Review of examinations shall not occur during class time. Faculty may provide exam reviews outside of class time or by appointment.
- Protection of the integrity of the exam is as paramount during exam reviews as it is during administration of the exam. Backpacks, book bags, electronic devices (including cell phones and smart watches), paper (other than the exam feedback

sheet), pens, coats, and books must all be stowed in an area away from student seating during the review. Students may look at the exam and ask questions of faculty but may not make any notes or any other record of the exam.

- It is expected that the student will not share the content of the exam with anyone else after the exam or in the future, as the exam is the property of MSU CON.

Tardiness

If a student is late for an exam, they will only be allowed the allotted time remaining—without additional instructions—to complete it.

Students arriving late for the exam will not be allowed to open/access their exam until after all initial directions are given and questions answered.

Absences

Students must notify course faculty of any absence prior to the start of the exam.

It is expected that students will take course examinations on the scheduled date and time. Students who miss a scheduled exam may receive a 0.0 for that exam unless there are extenuating circumstances (as judged by the course coordinator) that warrant the administration of a makeup examination.

If a student is unable to take an exam on the scheduled date due to illness, a health provider's note will be required.

Excused Absence

Absence from an exam may be excused for suitable reasons, including as family death, serious family illness, court mandated appearance, or personal illness (requiring HCP documentation).

Absences must have appropriate documentation and course faculty approval prior to the absence to be excused.

Unexcused Absence

No makeup exam will be scheduled. The student will receive a 0.0 grade.

Makeup Exams

Students must contact the faculty member to schedule a makeup examination (for excused absences only). The exam must be made up within 1 week of the original examination date; any extension beyond 1 week is at the discretion of faculty and would only occur in the event of extraordinary circumstances. Faculty will determine the date and time of the makeup exam.

Makeup exams may differ from the original exam; they may include essay, short answer, matching, and/or true/false questions.

Off-Campus Proctored Exam Policy

Students must adhere to exam and test integrity policies outlined in each course. Students may be required to download various online proctoring systems (e.g., Respondus, Exemplify) prior to initiating an exam.

To protect the integrity of exams and to facilitate an optimal test-taking environment, the following policies apply for courses requiring an outside proctored exam:

- Off-campus site proctored exams may be arranged by students who live greater than 100 miles from campus or who are in a fully online program (i.e., Clinical Nurse Specialist [CNS] or RN-to-BSN programs).
- Off-campus site exams are allowed at designated testing centers only. Designated testing centers are sites at which testing is routinely administered by personnel whose job description includes proctoring tests. All off-campus sites and proctors are subject to CON approval.
- The site must have computers with a word processing program (e.g., MS Word), internet connectivity, and a connected printer. A fax machine must also be available.
- Students will not be allowed to use their personal computers to write a proctored exam or use personal external drives to save electronic copies of the exam. When use of a computer or external drive is required for an exam, the computer and/or external drive must be the property of the testing site.
- All electronic copies of exam questions or answers must be deleted from computers and external drives at the conclusion of the exam.
- All hard copies of exam instructions, questions, answers, and students' notes must be returned to the test administrator at the conclusion of the exam.

Kaplan Policy

- Students are required to make the semester payment for Kaplan by the due date.

- Students are required to complete the Kaplan assignments and assessments/tests to progress in the program.
- Students will be informed of the benchmark for the integrated test prior to the test. Benchmark scores for Kaplan tests vary by course.
- The integrated Kaplan Test will count as 5% of the total course grade for students who meet the benchmark score.
- Students who score 1-5 percentage points lower than the benchmark score will earn 4% of the total course grade for Kaplan AFTER the student submits all required remediation as designated by each course.
- Students who score more than 5 percentage points lower than the benchmark score will earn 3% of the total course grade for Kaplan AFTER the student submits all required remediation as designated by each course.
- Remediation will consist of completing the Student Reflection Tool and reviewing each missed question for a minimum of one minute each. The 4% or 3% of the total course grade will only be awarded once remediation is complete. Not completing remediation will result in a forfeit of the 4% or 3% of the total course grade.
- All Kaplan pass/fail assignments need to be completed by the designated due to benefit from any percent earned based on the Integrated Test. Students will lose 1% of the overall Kaplan grade if assignments/focused review test are not completed by the due date.

SafeMedicate® for TBSN and ABSN Students

SafeMedicate® is a unique e-learning solution that addresses the problem of medication error by supporting the development and assessment of competence for safe medication practice. The program includes content for learning processes, practice assessments, and graded assessments.

Medication error remains an unfortunate feature of 21st-century health care that all too frequently results in needless patient harm. More than 15 years ago, the Institute of Medicine (IOM) first reported on the number of deaths associated with medication processes in all healthcare disciplines. Despite new processes, this remains a crucial issue in providing safe care. As nurses, we must assume responsibility to accurately complete all aspects of medication processes in the clinical area.

Obtaining and Purchasing SafeMedicate®

Students are responsible for fees associated with the purchase of SafeMedicate®. This replaces the textbook that was previously required. Information on how to purchase SafeMedicate® will be posted on the D2L Brightspace (<https://help.d2l.msu.edu/msu-docs>) course space.

TBSN Students

TBSN students will purchase a 3-year license in their NUR 2 semester (completed in NUR 205: Introduction to Professional Nursing).

ABSN Students

ABSN students will purchase a 2-year license in their NUR 2/3 semester (NUR 205: Introduction to Professional Nursing).

Foundation Numeracy Assessment

The SafeMedicate® Foundation Numeracy Assessment (FNA) is a one-time assessment that tests students' ability to do basic arithmetic. This assessment will be given in NUR 205: Introduction to Professional Nursing and will be part of the course grade (see NUR 205: Introduction to Professional Nursing syllabus for more information).

Authentic Diagnostic Assessments and Authentic Assessments

Authentic Diagnostic Assessments (ADAs) and Authentic Assessments (AAs) will be given throughout the nursing curriculum. These assessments will be part of the course grade (see specific courses for more information).

Clinical Experience Policies

Clinical Placements

Student clinical placements are arranged by the CON clinical placement coordinator in collaboration with CON faculty; they are determined by availability of required clinical opportunities for students and a valid affiliation agreement with the hosting agency. Student clinical placement assignments may not be exchanged between students.

There are many external factors that affect the complexity of securing clinical placements (e.g., other nursing programs, medical students, residents, and implementations of electronic documentation systems). Therefore, the clinical placement process is an established framework to facilitate appropriate clinical sites that will meet course and program objectives, as well as ensure the strongest preparation possible for students across the program.

Students identifying extenuating circumstances that could affect their clinical assignment are required to submit a description of their specific circumstances to the clinical placement coordinator by a designated timeframe prior to the course. Not all requests for assignment considerations can be honored. For more information, visit <https://nursing.msu.edu/student-resources/clinical-placement>.

Students may not be mentored by a relative/partner or in the clinical unit or department in which the student is currently employed. Other departments or units within the same agency are acceptable.

Fees

Students are responsible for any agency/system placement costs, as well as any specific agency compliance requirements that may require additional time prior to entering clinical (e.g., additional background checks or electronic medical record [EHR] training).

Travel Requirements

Clinical experiences are provided in a variety of settings throughout the state. Students are responsible for making the travel arrangements necessary to complete degree requirements. This includes travel arrangements and transportation to and from clinical agencies. Parking provisions vary from agency to agency. Students are required to follow agency policies regarding parking.

Guidelines to Enhance Personal Safety

To enhance personal safety when traveling to and from clinical experiences using public or private transportation, the CON recommends the following guidelines:

Travel Using Public Transportation

- follow recommended route when traveling by bus or subway
- know the directions to the clinical site prior to leaving home
- travel in groups (never alone)
- record clinical faculty member's phone number for emergencies or if lost
- never carry a purse (keep money and keys in a small wallet that can fit in a pocket)
- always walk with one arm free
- walk with confidence (use eye contact when looking at others)
- do not openly display technology (e.g. laptops, iPads, MP3 players, or iPhones)
- do not speak on a phone or text while walking

- do not use earbuds while walking
- be aware of your surroundings
- do not engage in excessive conversation
- avoid isolated areas
- trust instincts and leave the area if feeling unsafe (call your instructor when it is safe to do so)
- immediately communicate any safety concerns to clinical instructor or any faculty member.

Travel Using Personal Vehicles

- obtain directions to the site prior to the first clinical day
- test drive vehicle to the clinical site and calculate estimated travel time
- check with clinical instructor about the availability for parking prior to making a decision to drive
- if street parking is the only option, park in view of the clinic site
- do not remove chairs or other items placed by residents to save a parking spot in front of their homes
- keep doors locked at all times while in vehicle
- do not text or talk on a cell phone while driving, parking, or exiting a vehicle.
- lock valuables in the trunk prior to traveling to the clinical site (no valuables visible)
- keep money and valuables in a pocket rather than carrying a purse
- remain in the car, find a different parking spot, or call the instructor if feeling unsafe
- have keys in hand when leaving the clinical site
- do not drive down dead-end streets that make turning around difficult
- do not drive down alleys with debris or glass that may cause flat tires
- do not drive down narrow streets that could restrict movement if a quick exit from the vehicle is needed

Invasive Procedure Guidelines

Students will not perform invasive procedures (i.e., blood draws, injections) on other students for practice.

Student Clinical Attire Policy

Students must comply with approved clinical attire requirements as a part of safety and professional expectations. Students are responsible for all costs associated with the purchase of uniforms.

The following items **are required** of students in all clinical settings:

- a MSU CON identification badge or identification badge required by the clinical organization;
- a plain white or black shirt worn under the uniform may be worn if desired;
- a clean, wrinkle free, and appropriately fitted uniform;
- undergarments (must not be visible through the uniform);
- a watch with a second hand
- a stethoscope with diaphragm and bell function;
- short and trimmed fingernails;
- and clean, odor free hair with a natural hue.

Barrettes, hair combs, and headbands may be worn if in neutral colors (black, brown, or beige).

Beards and mustaches are acceptable if neatly trimmed; otherwise, individuals are expected to be clean shaven.

Religious head garments, such as hijab or yarmulke, must be a neutral color and without pattern; the ends of the scarf/wrap must be off the collar or tucked in so as not to interfere with patient care.

The following items **are restricted or not permitted** in clinical settings:

- Tattoos are allowed as long as verbiage and images are not offensive (examples of offensive tattoos include displaying violence, drugs, sex, alcohol, or tobacco products [this is not all inclusive]).
- Jewelry is restricted to a watch, plain wedding band, and no more than three (maximum) small posts in each ear (no tragus jewelry); one flesh tone nose piercing cover (or flesh tone nose piercing retainer) is acceptable; no other visible body piercings are permitted.
- No perfume or cologne is permitted
- Nail polish and artificial nails are not permitted.

The following are additional **requirements** for students providing direct care in **acute care settings** (with the exception of behavioral inpatient units):

- green surgical scrubs with the CON logo;
- clean hosiery/socks without offensive verbiage or images;
- bound hair that is off the collar and does not interfere with patient care;
- clean, professional shoes (black or white) that are closed toe and closed heel (shoes must meet safety standards required by clinical facility/site guidelines);

- and a green lab coat with the CON logo (required in some settings as determined by the clinical instructor and/or agency requirements).

The below are **restricted or not permitted** in **acute care settings**:

- No perfume or cologne is permitted.
- Cloth shoes (e.g., Keds, Skechers) are not permissible.
- Shoes, scrubs, and polo shirts are only to be worn for MSU CON labs and clinicals (or other sponsored CON activities as directed).

The following are additional **requirements** for students while in **community health and in some behavioral health clinical settings**:

- a green polo shirt with CON logo;
- khaki or black slacks or trousers;
- socks or hose without offensive verbiage or images;
- closed toe and closed heel shoes with a maximum 1-inch heel (athletic shoes are permitted);
- off-the-collar hair as directed by the clinical instructor;
- and a white lab coat (as required by the clinical instructor and/or clinical agency requirements).

The below are **restricted or not permitted** in **community health and in behavioral health clinical settings**:

- No perfume or cologne is permitted.
- No jeans, capris, or stretch/skinny pants are permitted in typical clinical settings; however, jeans and other modifications may be approved by the clinical instructor for unique, one-time clinical experiences.

Besides a plain wedding band and ear piercings, jewelry permitted to students may include an engagement ring.

Modifications or additions to the policies above may be required by clinical instructors based on professional judgment and/or the requirements dictated by the clinical setting.

Mobile Device Policy

Learning and Assessment Center

The expectations for the handling of learners' mobile devices who are participating in events at the Learning and Assessment Center (LAC) are as follows:

- *Mobile devices* are defined, but not limited to, as cellular phones, smartphones, tablets, and iPads.
- It is strongly recommended that faculty, curriculum assistants and/or other college staff inform learners to leave mobile devices outside the LAC (e.g., at home, in a vehicle, etc.).
- Upon arriving at the LAC, any learners with mobile devices will be instructed to turn them off and leave them in a designated area.
 - Learners will not be permitted to maintain possession of mobile devices during the event.
 - If a student is not in compliance with LAC regulations, they will be dismissed from the event and the lead faculty member and/or contact will be notified immediately.
- Neither the LAC nor the CON will assume responsibility for loss or damage to any mobile device.
- Lead faculty shall have the prerogative of allowing mobile devices and will inform the LAC facilitator/educator of such during the event planning process.

Support Services

Student Parking

Students may register their vehicle and obtain a commuter lot parking permit application from the Department of Police and Public Safety (<https://police.msu.edu/>). To register a vehicle, students must present a current student ID, a valid driver's license, and vehicle registration. Students' permit privileges are invalid until the permit is properly affixed to their vehicles' windshield.

Student LISTSERV

The CON Student LISTSERV was created to provide a means whereby the MSU CON can disseminate information of interest to its students in a timely, accessible, and cost-efficient manner. The LISTSERV functions as the primary and most immediate source of information and announcements. Students are automatically enrolled in the CON Student LISTSERV and remain a member until graduation from the program. A student remains a part of the undergraduate LISTSERV until graduation from the program.

Office of Student Affairs

The MSU CON is committed to providing a safe, equitable, and inclusive learning environment. Support programs provide opportunities to strengthen student achievement through academic counseling and advising, career and financial planning,

and peer and professional interaction. For specific information or assistance regarding supportive services in nursing, contact Student Affairs (<https://nursing.msu.edu/student-resources/overview>) at (517) 353-4827, or visit the first floor of the Bott Building.

Counseling Services

Individual and group counseling services are offered by the MSU Counseling Center (<https://caps.msu.edu/>; CAPS) to assist students with a wide range of immediate concerns and long-range plans. Educational career planning, personal social adjustment concerns, and deeper emotional problems are among the areas for which professional counseling services are provided. A full range of interest, aptitude, and personality tests are available, as well as a well-equipped occupational information library. Students may call (517) 355-8270 or schedule an appointment online at <https://caps.msu.edu/>.

Resources and Facilities

Access to Health Complex Buildings

Building access hours for the Life Sciences Building, Fee Hall, and the Clinical Center are posted on the outer doors; all buildings are locked in the evenings and on weekends unless you are participating in a prearranged class or event.

Telephone Calls

Incoming emergency calls may be routed through the CON at (517) 353-4827.

Taping Class Sessions

Instructors' permission must be obtained prior to taping class sessions.

Student Commons

The Student Commons is located in C115 on the first floor of the Bott Building for Nursing Education and Research. Students are required to clean up after themselves.

Smoking Policy

As per MSU's tobacco-free ordinance (<https://trustees.msu.edu/bylaws-ordinances-policies/policies/02-09-04.html>), smoking is prohibited anywhere on university property.

Travel Abroad

All CON students traveling internationally on official university business must provide contact information regarding where and how they can be reached in an emergency. This information will be registered in the MSU Global Travel Registry (<https://travelregistry.msu.edu/>) before a student leaves the United States.

Students may review health, safety, and security concerns at the Office for Education Abroad (<https://educationabroad.isp.msu.edu/>) and the Office Global Health, Safety and Security (<https://oihs.isp.msu.edu/>).

Ceremonies, Honors, and Awards

Commencement and Convocation

Commencement and *Convocation* refer to the formal ceremonies during which graduating students are recognized. Three ceremonies are held each year:

Spring (May)

Students who have completed degree requirements by the end of the spring semester are honored at two events, the University Convocation and the CON Commencement and Pinning Ceremony held in early May.

Summer (August)

Students who have completed degree requirements by the end of summer semester are honored at the CON Convocation and Pinning Ceremony held in early August.

Fall (December)

Students who have completed degree requirements by the end of the fall semester are honored at two events, the University Commencement and the CON Convocation and Pinning Ceremony held in mid-December.

Nursing Pins are purchased through Terryberry (<https://www.nursingschoolpins.com/>).

Honors

Students must earn a minimum of 50 semester credits at MSU to be eligible for graduation with honor or high honor. To confirm GPAs for the semester in which the

student graduates and for more information on how graduation honors are calculated, visit the Office of the Registrar (<http://www.reg.msu.edu/ROInfo/GradHonor/GraduationHonors.asp>).

The Office of Student Affairs will contact students a few weeks prior to commencement ceremonies to inform them that they are graduating with honor or high honor. Students will then be invited to pick up a gold honor cord.

Awards

The CON recognizes student award recipients at each graduation ceremony. All BSN programs have an Outstanding Student award that is based on academic leadership, scholarship, and clinical practice. Students are nominated by faculty and other students; a candidate is selected by a faculty awards committee.

All BSN programs also have a Spirit Award, which recognizes a student who has inspired their classmates and fostered positive energy. Students are nominated by their fellow classmates; the candidate with the most nominations is selected.

A Daisy award is presented each semester to recognize and celebrate nursing students who demonstrate commitment to care and compassion and make the nurse-patient connection that makes such a difference in the healthcare experience.

The awardee of the Spirit Award will receive notification and recognition at the CON Pinning Ceremony or designated event.

Scholarship Information

Students in the CON are eligible for a broad range of student funding and scholarships, including the following:

CON Scholarships

All applicants for a CON scholarship must be admitted and/or enrolled in the CON in good standing in the BSN program. Monies are awarded in the spring semester for application to the following fall semester tuition. The application deadline is March 1.

Scholarships are open to all nursing students who meet the eligibility requirements described for each award. Students receive electronic notices via the Student Undergraduate LISTSERV regarding application availability. Selection criteria vary for individual scholarships, but may include academic achievement, financial need, leadership, and extracurricular involvement.

Scholarship recipients will be notified in May. Only students selected as scholarship recipients will be notified.

External Funding Sources

There are many opportunities for BSN scholarships available. Students are encouraged to review some of following possibilities:

- Nurse Corps Loan Repayment program, Health Resources & Services Administration (<https://bhw.hrsa.gov/loans-scholarships/nurse-corps/loan-repayment-program/determine-eligibility-and-apply>)
- American Association of Colleges of Nursing (<https://www.aacnnursing.org/students/scholarships-financial-aid>)
- Foundation of the National Student Nurses' Association (<https://www.forevernursing.org/undergraduate-scholarships.html>)
- nurse.org (<https://nurse.org/scholarships/>)

Student Professional Activities

Nursing Student Association

The Nursing Student Association (NSA; <https://nursing.msu.edu/student-resources/student-life>) at MSU is the only national organization for students of nursing. The purpose of the NSA is to assume responsibility for contributing to nursing education in order to encourage the highest quality health care. The organization offers programs that are representative of fundamental and current professional interests and concerns that aid in the development of the whole person, professional roles in nursing, and the nurse's responsibility for the health care of people in all walks of life.

NSA influences the nursing educational process by promoting and encouraging participation in community affairs and activities; influencing health care through involvement in legislative activities, representing students to the consumer, to institutions, and other organizations; promoting and encouraging student participation in interdisciplinary activities and recruitment efforts regardless of a person's race, color, creed, lifestyle, sex, national origin, age, or economic status; and promoting collaborative relationships with other nursing and health organizations.

The MSU CON has an active local chapter of the NSA. The local chapter meets approximately three times per semester and is open to both pre-nursing and nursing students. The chapter is involved in many activities, including community service

projects, legislation, and continuing education. Nursing students assume the leadership of the association and plan activities according to members' needs.

For further information on the NSA, contact the CON Office of Student Affairs (<https://nursing.msu.edu/student-resources/overview>).

Sigma Theta Tau, Alpha Psi Chapter

Sigma Theta Tau International Honor Society of Nursing (Sigma; <https://www.sigmanursing.org/>) is the only national honor society of nursing in the United States. It is a professional organization rather than social society; its purpose and function may be compared to other honor societies, including Alpha Omega Alpha in Medicine, Pi Lambda Theta in Education, and Phi Beta Kappa in Liberal Arts.

One of Sigma's important projects is the promotion of nursing research at the local and national level. This is carried out by the research committee, which also grants monies to finance scholarly projects and conference attendance. Graduate students are eligible for induction into the National Honor Society-Sigma Theta Tau.

Alpha Psi Chapter

Plans for an Alpha Psi (<https://thecircle.sigmanursing.org/alphapsichapter/home>) Chapter at MSU were started as early as 1962; a charter was granted, and the chapter was installed in 1970. Chapter activities include educational meetings that are open to nurses, other health professionals, and members of the general public; social meetings for members; and service projects. Alpha Psi recognizes student achievement with an annual graduate student award and participates in the annual Greater Lansing Area Research Day.

Membership is by invitation only.

Membership Eligibility Requirements

Traditional Undergraduates

- have completed ½ of the nursing curriculum;
- achieve academic excellence of a 3.0 GPA or higher;
- rank in the upper 35 percentile of the graduating class;
- and meet the expectation of academic integrity.

Registered Nurses

- have completed ½ of the nursing curriculum;

- have completed 12 credit hr at current school;
- achieve academic excellence of a 3.0 GPA or higher;
- rank in the upper 35 percentile of the graduating class;
- and meet the expectation of academic integrity.

Standing Committees with Student Representation

The standing committees in the CON with Baccalaureate student representation are:

- The Student Advisory Council
- The Undergraduate Program Committee
- The College Hearing Board

Forms

Students may sometimes need to report incidents or exposures that have occurred during patient contact. The following forms are needed in these cases:

- To report student accidents occurring while a student is engaged in classroom, laboratory, or other types of academic activities.
 - Injury/Property Damage Report (<https://rmi.msu.edu/assets/rmidocuments/InjuryPropertyDamageReport.pdf>)
- To report any patient occurrence involving a student or faculty supervising student experiences.
 - Health Care Occurrence Report Involving a Patient (see form attached below)
- To report student exposure to tuberculosis, blood borne pathogens, and zoonotic disease <https://uphys.msu.edu/resources/healthcare-professional-student-information-f>
 - Health Professions Students Exposure Report (<https://uphys.msu.edu/-/media/assets/officeoftheuniversityphysician/docs/healthcare-professions-students-exposure-report.pdf?rev=a45b0be312bc407f9e4a368d34d7cb23&hash=BE9EF4D9D7F147A66C0D1C52CD8BB8EC>)

Adjudication of Academic Cases

For information on adjudication of academic cases, including academic grievances, academic complaints, academic dishonesty, and academic misconduct, students should

visit the Office of Student Experiences at <https://spartanexperiences.msu.edu/about/handbook/student-rights-responsibilities/article-seven-adjudication-of-academic-cases.html>.

Academic Hearing Board Structures

Additional information on academic hearing board structures that hear cases involving undergraduate students can be found at the Office of Student Experiences (<http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university/article-6-academic-hearing-board-structures>).

Referral to College Hearing Board

Grievance Hearing

BSN students who believe a member of the CON has violated their academic rights should first attempt to resolve the dispute through informal discussions with the party. Students who are dissatisfied with the outcome should consult with the ADAA and the dean (or designee). At any time in the grievance process, students may also consult with the University Ombudsperson (<https://ombud.msu.edu/>). For more information regarding the Office of the University Ombudsperson, review the *CORE Handbook* (https://nursing.msu.edu/download_file/view/845/319).

Students who remain dissatisfied with the results of these discussions may then file a written request for an academic grievance hearing (<https://ombud.msu.edu/resources-self-help-for-undergraduate-students/request-grievance-hearing>) with the dean (or designee).

The deadline for submitting the written request for a hearing is the middle of the semester following the alleged violation (excluding summer). If either the student (the complainant) or the respondent (usually the instructor or an administrator) is absent from the university during that semester (or if other appropriate reasons emerge), the College Hearing Board may grant a deadline extension. If the university no longer employs the respondent before the grievance hearing commences, the hearing may still proceed.

A written request for an academic grievance hearing must (a) specify the alleged violation(s) of academic rights; (b) identify the individual against whom the grievance is filed (the respondent); and (c) state the desired redress.

MSU College of Nursing
Health Care Occurrence Report Involving Student

		Month	Date	Year	Time
Date and Time of Occurrence					
Date and Time Occurrence Reported					
Location (Name/Address of Hospital/Clinic)					
Specific Department/Area Within Location					
	Last Name	First Name	Gender	Date of Birth	
Affected Patient					
	Last Name	First Name			
Student					
	Undergraduate	Masters	PhD	Continuing Ed	
Student Program (check one)					
Brief Factual Narrative/Description of Occurrence:					
Action/Steps Taken After Occurrence:					
	Yes	No			
Any Injury to Patient (check one)					
If yes, describe:					
	Name	Phone No.	Organization		
Persons Notified of Occurrence					
This Form Completed By:	Signature	Print Name		Phone No.	
Faculty Member					
Nursing Student					

Distribution: (1) CON program director (2) MSU Risk Management, 113 Olds Hall