



College of Nursing
MICHIGAN STATE UNIVERSITY

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 1, 2025. 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.

MSU 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 <https://civilrights.msu.edu/>

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 \(aacnnursing.org\)](#).

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 \(coacrna.org\)](#), a specialized accrediting body recognized by the Council for Higher Education and the United States Department of Education.

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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

Guiding Principles and Baccalaureate Graduate Program Outcomes

The mission of Michigan State University's College of Nursing is to enhance the health of individuals, communities and populations through inclusive and equitable nursing education, research, scholarship, and practice. The undergraduate nursing programs achieve the CON's mission through a learner-centered academic environment. This environment 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 innovation and creativity. As students become involved in their learning, they share accountability for learning outcomes with teachers 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 populations in dynamic and variable health care 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 [MSU CON CORE Handbook](#).

BSN Program Outcomes

- Leadership: Employ leadership principles to facilitate optimal person-centric, population, and systems outcomes.
- Communication: Demonstrate principles of ethically responsive, clear, and empathetic communication with members of the global community
- Information Technology: Incorporates the use of technology to advance and to optimize healthcare outcomes.
- Collaboration: Intentional interactions within the global community to optimize healthcare outcomes.
- Evidence-Based Practice: Utilize best evidence to inform delivery of care and continuous quality improvement initiatives.
- Quality Nursing Care: Incorporates nursing clinical judgement, reasoning, and ethical practice within the four spheres of care to advance the health of individuals, communities and globally.
- Global Responsiveness: Advocate for principles of inclusive excellence, social, and environmental justice.

Undergraduate 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 acute care and primary healthcare environments, preparing graduates to function as nurse generalists in primary, secondary, and tertiary healthcare settings. 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.

- Acute Health Care Nursing (AHCN) 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.
- Primary Health Care Nursing (PHCN) focuses on health promotion, disease prevention, primary care, population health, and community development within an integrated systems framework.

TBSN Course Sequence with Foundation Course Trajectory (Beginning Fall, 2025)

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Introductory Physiology PSL 250 4 credits	Foundations of Nursing Practice NUR 210 5 credits (3/2)	Patho, Pharm & Genomics I NUR 306 4 credits	Patho, Pharm & Genomics II NUR 308 3 credits	Nursing Care of Children and Their Families NUR 440 4 credits (2/2)	Transitions to Nursing NUR 420 3 credits
Chemistry Lab 1 CEM 161 1 credit	Clinical Nursing Skills NUR 208 2 credits (1/1)		Nursing Care of the Childbearing Family NUR 444 4 credits (2/2)	Behavioral Health Nursing NUR 371 4 credits (2/2)	Population and Global Health NUR 430 4 credits (3/1)
Lifespan Human Development in the Family HDFS 225 (or PSY 238) 3 credits	Fundamentals of Microbiology and Lab MGI 201/302 4 credits	Scholarship of Nursing Practice NUR 314 3 credits	Statistical Methods STT 200 3 credits	Informatics, Analytics, and Innovation NUR 416 2 credits	Capstone and Preceptorship NUR 426 4 credits (1/3)
Introduction to Professional Nursing NUR 204 3 credits	Health Assessment NUR 206 2 credits (1/1)	Nursing Care of Adults I NUR 314 5 credits (3/2)	Nursing Care of Adults II NUR 312 5 credits (3/2)		NCLEX Review Seminar NUR 404 1 credit
Nursing Study Skills Seminar NUR101 1 credit				Transformational Leadership NUR 418 3 credits	
Total NUR Credits: 4	Total NUR Credits: 9	Total NUR Credits: 12	Total NUR Credits: 12	Total NUR Credits: 13	Total NUR Credits: 12
Total Credits: 12	Total Credits: 13	Total Credits: 12	Total Credits: 15	Total Credits: 13	Total Credits: 12

A minimum 2.0 grade point average (GPA) is required in each 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
(Prior to Fall 2025 cohort admissions)

Nursing 1	CR	Nursing 2	CR	Nursing 3	CR
PSL 250: Introductory Physiology	4	NUR 205: Introduction to Professional Nursing	4	NUR 323: Nursing Care of Acute & Chronically Ill Patients I	5
CEM 161: General Chemistry Lab	1	NUR 301: Clinical Pathophysiology	3	NUR 333: Health Promotion	4
HDFS 225 (or PSY 238): Lifespan Human Development in the Family	3	PHM 350 Introductory Human Pharmacology	3	STT 200: Statistical Methods	3
		MMI 201/301: Fundamentals of Microbiology + Lab	3/1		
Semester Credits	8	Semester Credits	14	Semester Credits	12
Nursing 4	CR	Nursing 5	CR	Nursing 6	CR
NUR 337: Nursing Care of Acute & Chronically Ill Patients II	6	NUR 434: Nursing Care of Acute & Chronically Ill Patients III	4	NUR 460: Leadership in Clinical Practice	5
NUR 342: Research, Ethics, & Evidence-Based Practice	3	NUR 438: Nursing Care of Children & Their Families	3	NUR 471: Public Health Nursing	3
NUR 371: Behavioral Health Nursing	4	NUR 439: Nursing Care of the Childbearing Family	3	NUR 442: Senior Scholarship Capstone Project	3
Semester Credits	13	Semester Credits	10	Semester Credits	11

Accelerated BSN (ABSN) Admission Prerequisites (2025 cohort)

*ANTR 350 (4)^: Human Anatomy and Structural Biology	*PSL 250 or 310 (4)^: Introductory Physiology
CEM 141 (4): General Chemistry	STT 200/201 (3): Statistical Methods
MGI 201 (3): Fundamentals of Microbiology	HDFS 225 (3): Lifespan Human Development in the Family (or PSY 238)
*NUR 301 (3): Pathophysiology	HNF 150 (3): Introduction to Human Nutrition
PHM 350 (3): Introductory 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 (ending Summer 2025)

Nursing 2/3	CR	Nursing 4	CR	Nursing 5	CR	Nursing 6	CR
NUR 205: Introduction to Professional Nursing	4	NUR 337: Nursing Care of Acute & Chronically Ill Patients II	6	NUR 434: Nursing Care of Acute & Critically Ill Patients	4	NUR 460: Leadership Clinical Immersion	5
NUR 323: Nursing Care & Chronically Ill Patients I	5	NUR 342: Research, Ethics & Evidence Based Practice	3	NUR 438: Nursing Care of Children & 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 & Evidence Based Practice II	3
Semester Credits	13	Semester Credits	13	Semester Credits	10	Semester Credits	11

Accelerated BSN (ABSN) Admission Prerequisites (Fall, 2026 admissions)

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

* 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 (Beginning Fall, 2026)

August 2026	CR	January 2027	CR	May 2027	CR	August 2027	CR
Fall Semester 1		Spring Semester 2		Summer Semester 3		Fall Semester 4	
NUR 210: Foundations of Nursing Practice	5 (3/2)	NUR 306: Patho, Pharm & Genomics I	4	NUR 308: Patho, Pharm & Genomics II	3	NUR 430: Population and Global Health	4 (3/1)
NUR 206: Health Assessment	2 (1/1)	NUR 310: Nursing Care of Adults I	5 (3/2)	NUR 312: Nursing Care of Adults II	5 (3/2)	NUR 426: Preceptorship Immersion Experience with Evidenced Based Practice Capstone	4 (1/3)
NUR 204: Introduction to Professional Nursing	3	NUR 444: Nursing Care of the Childbearing Family	4 (2/2)	NUR 441: Nursing Care of Children and Their Families	4 (2/2)	NUR 404: Kaplan NCLEX Review Seminar	1
NUR 314: Scholarship of Nursing Practice	3	NUR 416: Informatics, Analytics, and Innovation	2	NUR 418: Transformational Leadership	3	NUR 420: Transitions to Nursing	3
NUR 208: Clinical Nursing Skills	2 (1/1)					NUR 371: Behavioral Health Nursing	4 (2/2)
Semester Credits	15	Semester Credits	15	Semester Credits	15	Semester Credits	16

BSN for RN Sample Curriculum

RN-to-BSN *Prerequisite Courses

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

*PSY 101: Introductory Psychology	
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For additional information on transferring courses to MSU, visit the [MSU Transfer](#) website. 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, St. Clair County, or Henry Ford Community College, and participating in the partnership program, they should refer to the partnership program guide. More information is available on the MSU CON website on the [partnership program](#) page.

Fall	CR	Spring	CR	Summer	CR
NUR 353: BSNs Promoting Health Across the Care Continuum	3	NUR 351: BSN Impact on Healthcare	3	NUR 462: Healthcare Policy, Regulation & Finance	3
NUR 354: Research, Ethics & Evidence-Based Practice for Nurses	3	NUR 352: Genetics: Transforming Healthcare	3	NUR 465: Leadership Immersion	4
NUR 461: Community & Population Health	4	NUR 463: Scholarly Project Seminar	3	ISS 3XX: Integrative Studies in Social Science (Any semester offered)	4
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](#)

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.
- 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 reserve 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](#), 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. Students dismissed from the CON TBSN program are not eligible to re-apply for the ABSN program.

Reinstatement to the BSN Program

Any student* seeking reinstatement to the CON must (a) meet with the associate/assistant academic dean for BSN programs and (b) write a letter to the assistant dean that includes the following by April 1st if returning the following fall, November 1st if planning to return in the spring, March 1st if returning in the summer:

- 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 withdrawal 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 and/or their academic advisor (for students who have been dismissed from their program).
- The specific semester they wish to return.

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

The appropriate dean for BSN Programs 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 BSN programs will inform the student of their reinstatement decision. All final reinstatement decisions will be dependent on course space availability.

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 found at the [MSU Office of Student Support & Accountability](#).

Reinstatement for students in the CON may include:

- Readmission to the university, found at the [Office of the Registrar Enrollment & Registration Readmission Procedure](#)
- 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.
- Fulfillment and updating of all custom compliance prior to returning.

It is the responsibility of the associate or assistant dean for BSN Programs 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;
- 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 RN-BSN 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(s) 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*.

BSN Campus Transfer Request

Students who are enrolled in either the Detroit campus ABSN program or the East Lansing campus ABSN program may formally request a transfer to the alternate campus program.

This procedure applies to those current ABSN students who are requesting a transfer between the Detroit campus CON ABSN program to the East Lansing campus CON ABSN campus or the East Lansing campus CON ABSN campus program to the Detroit campus CON ABSN campus program. (It is not permitted for TBSN students to transfer to the Detroit CON campus ABSN cohort).

Currently enrolled ABSN students who are seeking transfer from their currently enrolled ABSN program in either Detroit or East Lansing campus must complete a CON transfer request form.

1. To be eligible to be considered for transfer the following conditions must be met:
 - a. Space must be available for the student to transfer to the requested campus site based on course and required program level.
 - b. Be in good standing as a student with no more than 1 course failure (<2.0 final course grade) of a BSN required course.
 - c. Has not been previously dismissed from the College of Nursing.
2. Transfer approval depends on administrative approval, cohort availability (including clinical placements), adequate plan for improvement, and reason (s) for transfer.
3. The UPC chair, Associate/Assistant dean for Academic Affairs, Director of Student Affairs, Clinical Placements staff, and BSN Program Coordinator will review the application for transfer and forward recommendations to UPC for final vote.
4. UPC will approve or deny student transfer based on resources and regulatory requirements.
5. Once reviewed, the student will be notified of the transfer decision.
6. The student's Academic Advisor in the Office of Student Affairs will work with the student to develop a revised plan of study and provide guidance on potential additional resources (e.g., Parking permits).
7. Once the transfer is complete the student will be a member of the East Lansing or Detroit Campus ABSN cohort.
8. Students who were placed on probation due to a course failure will continue to be on probation following transfer.

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 potential
 - 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.

Students in the BSN and ABSN programs must complete all NUR required nursing courses in the approved trajectory. All courses in each level must be completed successfully in order to progress to the next level in the nursing program. The trajectories for the TBSN and ABSN cohorts are outlined in this handbook beginning on page 8.

MSU Enhancing Academic Success Early

Enhancing Academic Success Early (EASE) is a system housed by the university Office of the Registrar (RO) 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 RO'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 please visit the [Office of the Registrar website](#) 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* (<https://bit.ly/442MkMd>)
 - 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](#) and the [MSU Office of the Registrar](#).

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](#)
- 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 found on the [CON website compliance page while in the nursing program](#).

Students will be considered non-compliant if a designated immunization or other item required to be submitted to the University Physician's Office, Compliance Officer in Clinical Placements, 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 fall semester), **December 15th** (for spring semester) and **April 15th** (for summer semester) or they may be pulled from their rotations.

Additionally, students enrolled in clinical courses who are identified as non-compliant will not be permitted to attend clinical rotations 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.

Health insurance

All students are required to provide a copy of their health insurance card (front and back) to the [Compliance Office](#). **Health Insurance coverage must include hospitalization.** Students can find information regarding insurance coverage on the [MSU Human Resources](#) website.

Immunizations

To maintain enrollment and gain access to clinical sites, current immunizations must be on file at the designated repository MSU Occupational Health site: <http://hcpimmunize.msu.edu/>, Please visit the [CON website compliance page](#) for more information.

Required immunizations include:

- Influenza (annually and **due by October 15th each year**)
- Hepatitis B*
- MMR (Measles/Mumps/Rubella) *
- TDAP (Tetanus/Diphtheria/Pertussis) - 10-year expiration
- TB (Tuberculosis) - Annually¹
- Varicella (Chicken Pox) *
- COVID-19 Vaccine & Booster**

** **Note:** MMR, Varicella and Hep B also need a positive titer result (IGG Antibody) to be compliant. ¹ Upon entry into the nursing program, students need either two skin tests that are 1 to 3 weeks apart, or a single blood test. Skin test results must be reported in millimeters. "Negative" is an interpretation and not an acceptable result.*

**** Note:** COVID-19 Vaccine: To protect the health and safety of our students, employees, and patients, all students are required to be fully vaccinated against COVID-19, (FDA-authorized or WHO-approved) before beginning any clinical rotation. Failure to adhere to the clinical vaccination requirements will result in the inability to participate in clinical rotations, which will delay or prevent program progression. While some clinical sites are accepting vaccination exemptions, it is important to note that our clinical partners may not accept or process them in a timeline conducive to starting clinical. Ultimately, MSU College of Nursing students must adhere to the requirements of each clinical agency; no special considerations will be made when developing clinical placements for students.

American Heart Association (AHA) Basic Life Support (BLS)

Prospective and current students schedule their course with the AHA. A copy of completion is sent to the compliance officer by the required due date.

Drug Test & Finger Printing

Students first register with Castle Branch. Approved locations for urine drug testing and finger printing will be provided once registered.

- Submit documentation of your immunizations to: uphys@msu.edu
- Include your first/last name, student ID number, and the following form: [Healthcare Professional Student Immunization Form](#). Also send all related vaccine documentation and titer / test results.
- MSU and CON abide by the Center for Disease Control (CDC) recommendations.
- The [Olin Health Center](#) offers immunization, TB tests, and titer tests for students. To schedule an appointment, call (517) 353-4660.
- If you have been immunized in the State of Michigan, you may be able to download your Immunization Record from the Michigan Care Improvement Registry (MCIR) at this site: <https://mdhhs.mii.msportal.state.mi.us/>.
- Copy of AHA BLS certification/recertification should be sent to the Compliance Officer within Clinical Placements at CONStudentCompliance@msu.edu.
- After registering with [Castle Branch](#), complete drug testing and finger printing requirements.

Related Information and Links

[College of Nursing Compliance Webpage:](#)

Forms:

- Covid documentation submission: [CON Vaccination Form](#)
- [Information specific to Health Care Professional students](#)

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; 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 found on the [MSU Honors College Website](#) 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 ABSN 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, and 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 hours 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 Office of the Registrar website](#)

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](#).

Final Exams

Final exams are scheduled according to university policy found on the Office of the Registrar's website [Final Examination Policy](#).

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, student sign in, 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 healthcare provider's note will be required.

Excused Absence

Absence from an exam may be excused for suitable reasons, including family death, serious family illness, court mandated appearance, or personal illness (requiring healthcare provider 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 48 hours after the student returns to the college after the original missed 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.

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:

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 allocated to 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 allocated to 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 date 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®. 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 (completed in NUR 205: Introduction to Professional Nursing).

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 the [CON Clinical Experiences website](#)

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. Travel to clinical sites may be up to 100 miles from the home campus based on availability. Students are responsible for making the travel arrangements necessary to complete degree requirements. This includes travel arrangements and, including transportation to and from clinical agencies. Parking provisions vary from agency to agency. Students are required to follow agency policies regarding parking.

Invasive Procedure Guidelines

Students will not perform invasive procedures (e.g., 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 (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.
- 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 but are not limited to those displaying violence, drugs, sex, alcohol, or tobacco products).
- Jewelry is restricted to a watch, plain wedding band, and no more than three 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);
- A green lab coat with the CON logo (required in some settings as determined by the clinical instructor and/or agency requirements).

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

- No perfume or cologne is permitted.
- Cloth shoes (e.g., Keds, Skechers) are not permitted.
- 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**:

- Green polo shirt with CON logo.
- Khaki or black slacks or trousers.
- Socks or hosiery 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.
- 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.

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/Detroit Simulation Lab/Granger Simulation Lab

The expectations for the handling of learners' mobile devices who are participating in events at the Learning and Assessment Center (LAC), Granger Lab, or Detroit Simulation Lab 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/Granger/Detroit Simulation Lab (e.g., at home, in a vehicle, etc.).
- Upon arriving at the LAC/Granger/Detroit Simulation Lab, 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/Granger/Detroit Simulation Lab regulations, they will be dismissed from the event, and the lead faculty member and/or contact will be notified immediately.
- Neither the LAC/Granger/Detroit Simulation Lab 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/Detroit Simulation Lab 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 [MSU Department of Police and Public Safety](#). 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.

Detroit Campus Parking

Students may purchase parking permits during ABSN orientation.

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, visit the [CON Student Affairs](#) website, contact (517) 353-4827 or visit the suite C120 of the Bott Building.

Counseling Services

Individual and group counseling services are offered by the [MSU Counseling & Psychiatric Services \(CAPS\)](#) 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 [CAPS](#).

Resources and Facilities

Access to Health Complex Buildings

Building access hours for the Life Sciences Building, Bott 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.

Building access for the Detroit campus is business hours and the building is badge access only.

Telephone Calls

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

Detroit campus emergency calls may be routed through the Detroit Campus Coordinator at (517) 884-9674.

Recording of Class Sessions

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

Student Commons

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

The Detroit campus Student Lounge is located in G014 on the first floor of the Detroit Medical Center. Students are required to clean up after themselves.

Smoking Policy

As per [MSU's tobacco-free ordinance](#), 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](#) before a student leaves the United States.

Students may review health, safety, and security concerns at the [Office for Education Abroad](#) and the [Office Global Health, Safety and Security](#).

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 [Office of the Registrar Graduation Honors](#).

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.

All awardees will receive notification and recognition at the CON Pinning Ceremony or designated celebratory 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 undergraduate student 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.fnsna.org/>)
- Nurse.org (<https://nurse.org/scholarships/>)

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

Incidents & Exposure Forms

Students may 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 visit <https://uphys.msu.edu/Policies-and-Guidelines/healthcare-professional-students-exposure-to-diseases> and complete the [Health Professions Students Exposure Report](#)

*Submit all forms to the associate or assistant dean within 24 hours.

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 Associate Dean for Academic Affairs and the dean (or designee). At any time in the grievance process, students may also consult with the [MSU University Ombudsperson](#).

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 Healthcare 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					
Affected Patient:	Last Name	First Name	Gender	Date of Birth	
Student:	Last Name	First Name			
	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) Associate Dean or Assistant Dean BSN programs