# BSN Student Handbook

Table of Contents

[BSN Student Handbook 1](#_Toc45660996)

[Baccalaureate Programs 3](#_Toc45660997)

[Undergraduate Nursing Program Pathways 4](#_Toc45660998)

[Accelerated Second Degree (ABSN) Admission Prerequisites 7](#_Toc45660999)

[BSN for Registered Nurses Sample Curriculum 9](#_Toc45661000)

[Academic Standards 10](#_Toc45661001)

[Michigan State Residency for RN to BSN Students 10](#_Toc45661002)

[Progression Policies 10](#_Toc45661003)

[Student Progress Reports 12](#_Toc45661004)

[Voluntary Withdrawal from the Nursing Sequence 13](#_Toc45661005)

[Policy for Reinstatement to Undergraduate Study 13](#_Toc45661006)

[Attendance Policy 14](#_Toc45661007)

[Course Compliance Requirements: Health and Immunization Policy 15](#_Toc45661008)

[Independent Study 16](#_Toc45661009)

[Final Exams 17](#_Toc45661010)

[Procedures for Administering Examinations on Campus 17](#_Toc45661011)

[Off-Campus Proctored Exam Policy 19](#_Toc45661012)

[\*ATI Policy 19](#_Toc45661013)

[SafeMedicate® for Traditional and Accelerated Option BSN Students 20](#_Toc45661014)

[Clinical Experience Policies 21](#_Toc45661015)

[Clinical Placements 21](#_Toc45661016)

[Travel Requirements and Personal Safety 21](#_Toc45661017)

[Invasive Procedure Guidelines 22](#_Toc45661018)

[Student Clinical Attire Policy 22](#_Toc45661019)

[Mobile Device Policy - LAC 23](#_Toc45661020)

[Support Services 24](#_Toc45661021)

[Student Parking 24](#_Toc45661022)

[Student Listserv 24](#_Toc45661023)

[Office of Student Affairs 24](#_Toc45661024)

[Counseling Services 24](#_Toc45661025)

[Resources and Facilities 25](#_Toc45661026)

[Travel Abroad 25](#_Toc45661027)

[Ceremonies, Honors, and Awards 25](#_Toc45661028)

[Awards and Scholarships: Scholarship Information 26](#_Toc45661029)

[Student Professional Activities 27](#_Toc45661030)

[Nursing Student Association 27](#_Toc45661031)

[Sigma Theta Tau, Alpha Psi Chapter 27](#_Toc45661032)

[Standing Committees with Student Representation 28](#_Toc45661033)

[Forms 28](#_Toc45661034)

Baccalaureate Programs  
  
Guiding Principles and Baccalaureate Graduate Program Outcomes

The mission of Michigan State University’s College of Nursing is to enhance the health of the community by providing excellence in nursing education, nursing research, and nursing 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 flexibility 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 patients 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.

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, and use 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 heath conditions.

BSN GUIDING PRINCIPLES

**Caring**: Because the moral foundation of nursing care is to aspire to enact caring concern for others within health care, the CON develops students’ affective and intellectual tools to bring caring to fruition in their nursing practice.

**Professionalism**: The CON provides the climate for students to develop the affective, psychomotor, and cognitive domains of professional nursing practice, which provide them with the abilities needed to effectively interact with patients and the interdisciplinary team to fulfill nursing’s social contract with the public.

**Knowledgeable**: Expressing caring concern for patients begins with the knowledge and ability to discern and apply the most clinical effective interventions and therapeutic techniques to complex health problems in light of patient preferences. Therefore, the CON helps students become knowledgeable nurses by facilitating the integration of liberal education (e.g., arts and sciences).

**Individuals Perspective**: The CON educates students to have the knowledge, skills, and attitudes to provide safe, quality care for individuals and families.

**Community Perspective**: The CON educates students to understand that nursing practice encompasses the care of communities. Communities include entire populations within a community or target groups within populations where students learn to influence change in community health norms, awareness, practices, and behaviors.

**Systems Perspective**: The CON educates students to understand how aspects of society impact health care delivery. Equipped with this systems perspective, students learn to use and develop regulations, professional guidelines, and policies to ensure optimal health outcomes.

**Advocacy**: Advocacy occurs in a caring relationship and includes enhancing patient autonomy, acting on behalf of patients, and championing social justice in the provision of health care. Students in the CON advocate at the individual, community, and population levels using spiritual, moral, political, and legal interventions.

**Diversity**: As patients become increasingly diverse, the CON ensures that students are capable of providing culturally congruent care. CON faculty members emphasize that diversity consists of more than differences in ethnicity and race; it also includes religion, socioeconomic status, language, geographical location, occupation, sexual identity, and age.

**Health**: Health includes multidimensional equilibrium across the lifespan. Within the CON, students learn that illness and disease are deviations from health, while sickness is the culturally defined social and psychological response to these deviations.

**Well-being**: The CON defines well-being as a subjective experience, involving changes in complexity, integration, and engagement in life as defined by the patient. The CON ensures students learn the meaning of well-being in relation to health and how it is influenced by personal, social, economic, and environmental contexts.

### Undergraduate Nursing Program Pathways

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.

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.

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.

**Pathways for TBSN students admitted prior to Fall 2019 and ABSN students admitted prior to Summer 2021**

|  |  |  |
| --- | --- | --- |
| AHCN Pathway Courses | PHCN Pathway Courses | Courses Supporting Both |
| NUR 322 | NUR 324 | NUR 205 |
| NUR 332 | NUR 334 | NUR 301 |
| NUR 371 | NUR 471 | NUR 375 |
| NUR 436 |  | NUR 475 |
| NUR 437 | NUR 481 |
| NUR 445 |  |
| NUR 460 |  |

**Pathways for TBSN students admitted on or after Fall 2019 and ABSN students admitted on or after Summer 2021**

|  |  |  |
| --- | --- | --- |
| AHCN Pathway Courses | PHCN Pathway Courses | Courses Supporting Both |
| NUR 323 | NUR 333 | NUR 205 |
| NUR 337 | NUR 471 | NUR 301 |
| NUR 371 |  | NUR 342 |
| NUR 434 |  | NUR 442 |
| NUR 438 |  |
| NUR 439 |  |
| NUR 460 |  |

**Traditional BSN 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) - Intro 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 |  |

Minimum of a 2.0 grade point 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 for Students admitted prior to Fall 2019**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nursing 1** | | **Nursing 2** | | **Nursing 3** | |
| PSL 250 Physiology | 4 | NUR 205 Introduction to Professional Nursing | 4 | NUR 322 Nursing Care of Acute and Chronically Ill Patients I | 4 |
| CEM 143 Survey of Organic Chemistry | 4 | NUR 301 Clinical Pathophysiology | 3 | NUR 324 Health Promotion and Disease and Injury Prevention I | 3 |
| HDFS 225  Lifespan of Human Development | 3 | MMG 201/302 Fundamentals of Microbiology + Lab | 3/1 | PHM 350 Pharmacology | 3 |
|  | |  | | STT 200 Statistical Methods | 3 |
| Semester Credits 11 | | Semester Credits 11 | | Semester Credits 13 | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nursing 4** | | **Nursing 5** | | **Nursing 6** | |
| NUR 332 Nursing Care of Acute and Chronically Ill Patients II | 5 | NUR 445 Nursing Care of Acute and Chronically Ill Patients III | 6 | NUR 460 Leadership in Clinical Practice | 5 |
| NUR 334 Health Promotion and Disease and Injury Prevention II | 3 | NUR 436 Nursing Care of Children and Their Families | 2 | NUR 471 Public Health Nursing | 3 |
| NUR 371 Behavioral Health Nursing | 4 | NUR 437 Nursing Care of the Childbearing Family | 2 | NUR 481 Scholarship for Nursing Practice | 2 |
|  | | NUR 375 Research and Evidence-Based Practice | 2 | NUR 475 Ethical Practice | 2 |
| Semester Credits 12 | | Semester Credits 12 | | Semester Credits 12 | |

**TBSN Course Sequence with Foundation Course Trajectory for Students admitted on or after Fall 2019**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | 4 | NUR 301 Clinical Pathophysiology | 3 | NUR 333 Health Promotion | 4 |
| HDFS 225 or PSY238 Lifespan of Human Development | 3 | PHM 350  Pharmacology  MMG 201/302 Fundamentals of Microbiology + Lab | 3  3/1 | STT 200 Statistical Methods | 3 |
| Semester Credits 11 | | 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 Evidence Based Practice | 3 | NUR 438 Nursing Care of Children and 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 Research, Ethics, and Evidence-Based Practice II | 3 |
| Semester Credits 13 | | Semester Credits 10 | | Semester Credits 11 | |

### Accelerated Second Degree (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 five years of program start.  
^ Anatomy and Physiology must be completed at the time of application

**ABSN Course Sequence for students admitted prior to Summer 2021**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Nursing 2/3** | | **Nursing 4** | | **Nursing 5** | | **Nursing 6** | |
| CR | | CR | | CR | | CR | |
| NUR 205 Introduction to Professional Nursing | 4 | NUR 332 Nursing Care of Acute and Chronically Ill Patients II | 5 | NUR 445 Nursing Care of Acute and Critically Ill Patients | 6 | NUR 460 Leadership Clinical Immersion | 5 |
| NUR 322 Nursing Care of Acute and Chronically Ill Patients I | 4 | NUR 334 Health Promotion and Disease and Injury Prevention II | 3 | NUR 436 Nursing Care of Children and Their Families | 2 | NUR 471 Public Health Nursing | 3 |
| NUR 324 Health Promotion and Disease and Injury Prevention I | 3 | NUR 371 Behavioral Health Nursing | 4 | NUR 437 Nursing Care of the Childbearing Family | 2 | NUR 481 Scholarship for Nursing Practice | 2 |
|  | |  | | NUR 375 Research and Evidence-Based Practice | 2 | NUR 475 Ethical Practice | 2 |
| Semester Credits 11 | | Semester Credits 12 | | Semester Credits 12 | | Semester Credits 12 | |

**ABSN Course Sequence for students admitted on or after summer 2021**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 Registered Nurses 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, please visit: [transfer.msu.edu](http://transfer.msu.edu/). Transfer courses are subject to change. Students will receive 30 credits upon completion of NCLEX and RN licensure in recognition of Associates in Applied Science in Nursing

**\*\*If transferring from Lansing, Macomb, Muskegon, Oakland, or St. Clair County Community College and participating in the partnership program, please refer to the partnership program guide. More information is available on our** [**partnership program page**](http://nursing.msu.edu/Students/Special%20Programs/RNtoBSN_Partnership.htm)**.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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, and a change in your residency may impact your ability to continue in the program.

Please be aware that students who relocate to another state after admission to an online or hybrid MSU College of Nursing (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 your CON program. In the event that you are considering relocating to another state or completing clinical requirements in agencies outside of Michigan, it is imperative that you contact your CON advisor immediately.

### 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.

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 College of Nursing must conduct themselves so as 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 College of Nursing 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 her or his maturity of judgment or conformity with professional development guidelines.

**DISMISSAL FROM THE COLLEGE OF NURSING**

Undergraduate students may be dismissed from the College of Nursing when any of the following occur:

1. Students earn a final grade below 2.0 in any required nursing course.
2. Students withdraw from or earn a grade of incomplete in any required course in the Nursing major.
3. Students engage in any act which is a serious violation of the Criminal Code of Michigan or which seriously compromises the welfare or integrity of another person.
4. Students who experience physical, behavioral, psychological or other difficulties which interferes with his or her ability to meet academic objectives, professional standards, and/or the Colleges published Technical Standards.

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

SUMMARY:   
Preparation for the professional practice of nursing requires that students demonstrate certain essential behaviors in addition to acquisition and application of knowledge. To progress in the undergraduate major in the College of Nursing, the student must show evidence of continuing development in inter-personal relations and communication with clients, peers, faculty and other health care personnel; demonstrate sensitivity to the effect of their behavior on others; demonstrate responsible fulfillment of class and practicum obligations; provide safe nursing care in the practicum setting; and demonstrate honesty and integrity in all academic and professional matters. These expectations are reflected in the Professional Development Guidelines identified for each nursing clinical course. The student must meet each Professional Development Guideline or the student may receive a 0.0 for their practicum course.

At the end of each semester, the Director of OSA informs the ADAA of all failures in NUR courses. The ADAA or designee then informs each of these students of their dismissal via a sign notice.

It is the responsibility of the Assistant Dean for Undergraduate Programs or designee to inform the Undergraduate Program Committee of students deemed ineligible to continue in their BSN program due to academic or professional dismissal. Students will be referred to the Office of Student Affairs for major/career advising and counseling referral as appropriate. Students may review other major options within the university by visiting <http://www.reg.msu.edu/AcademicPrograms/> .

To be recommended for a Bachelor of Science degree, a student must meet the college requirements and those of the University listed in the Academic Programs publication at <http://www.reg.msu.edu/AcademicPrograms/>.

**Reinstatement to the BSN Program**

Any student seeking reinstatement to the College of Nursing must (1) Meet with the Assistant Dean for Undergraduate Programs and (2) Write a letter to the ADAA as directed by the following:

* Explanation of the student’s withdrawal or dismissal
* Reason for seeking reinstatement to the student’s respective BSN program
* For students who have withdrawn from their program: an explanation of how the circumstances that led to their withdraw have changed
* For students who have been dismissed from their program: a detailed plan for success in their program moving forward, including recommendations from the Assistant Dean for Undergraduate Programs and/or their academic advisor.
* Which semester the student wishes to return

Upon receipt of request for reinstatement the Academic Associate 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 of Undergraduate Programs or designee will contact course faculty, program coordinator and faculty advisor if applicable to receive input on students’ potential for success and recommendation regarding reinstatement. Upon reaching decision in collaboration with program faculty, the 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 College of Nursing may include:

* Reapplication to the University.
* 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.
* Fulfill and update 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 outline in the [Student Rights and Responsibilities](http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university).

Note for RNBSN Partnership Students:  
In the event an RNBSN Partnership Student is dismissed from their ADN program, they will subsequently be dismissed from the RN to BSN program. The student may request reinstatement to the RN to BSN program following reinstatement to their ADN program and the successful completion of the course in which they “failed” in the ADN program.

It is the responsibility of the Assistant Dean for Academic Affairs 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.

Student Progress Reports

In order to facilitate academic reviews of students’ progression through the major, there are two methods of tracking academic performance.

**CON Student Progress Reports**

During each semester, Student Progress 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, the Student Progress 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 he/she has read it. Any student having difficulty meeting course objectives MUST detail specific plans for improvement on the report.

Student Progress Reports are reviewed by the Assistant Dean for Undergraduate Programs in order to provide for a systematic process of:

1. Evaluating and summarizing students’ academic performance.
2. Evaluating continued progress to make recommendations for:
   1. Assistance
   2. Progression/Retention
   3. Dismissal

After a Student Progress Report is reviewed, the Assistant Dean for Academic Affairs may request a follow-up report at any time during the term.

**MSU Enhancing Academic Success Early (EASE)**

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 trouble.

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

### Voluntary Withdrawal from the Nursing Sequence

Students seeking to withdraw from the College of Nursing sequence or MSU are strongly encouraged to meet with the Assistant Dean for Undergraduate Programs.

To voluntarily withdraw from the College of Nursing, 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.

### Policy for Reinstatement to Undergraduate Study

1. Any student seeking reinstatement to the College of Nursing must (1) meet with the Assistant Dean for Undergraduate Programs; and (2) write a letter to the Associate Dean for Academic Affairs that includes the following:

* Reason for withdrawal/dismissal
* Reason for seeking reinstatement to the Program
* How his/her situation has changed in the interim
* Which semester the student wishes to return
* Response to any recommendations that may have been made at the time of withdrawal/dismissal
* Plan for progression through the program

1. 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.
2. Recommendations may include that the student:
   1. Be reinstated
   2. Be denied reinstatement
   3. Be reinstated for a probationary period with specific conditions in writing
3. Reinstatement for students in the College of Nursing may include:
4. Reapplication to the College of Nursing
5. Updating knowledge and skills as recommended by the Program Coordinator or appropriate faculty, which may include repeating courses
6. Fulfillment of all current requirements for graduation
7. Fulfill and update all custom BSN compliance prior to returning
8. The final decision for reinstatement will be determined by the Associate Dean for Academic Affairs, who will notify the student of the final decision in writing. Copies will be sent to the Director of Student Affairs.
9. All final reinstatement decisions will be dependent on course space availability.

*Note for RN-BSN Partnership Students:*  
*In the event an RN-BSN Partnership Student is dismissed from her/his ADN program and subsequently dismissed from MSU CON, the student may request reinstatement to MSU CON following reinstatement to the ADN program and the successful completion of the course in which s/he “failed” in the ADN program.*

### Attendance Policy

The Michigan State University College of Nursing (CON) draws upon [MSU’s Attendance Policy](https://reg.msu.edu/ROInfo/Notices/Attendance.aspx) and the American Nurses Association’s *Foundations of Nursing* documents to guide its values and beliefs about undergraduate nursing student attendance in classroom sessions, lab, and clinical practicum experiences as follows:

* [Scope and Standards of Practice](http://tinyurl.com/scopeandstandards201): Students demonstrate accountability by attending classes and clinical experiences.
* [Social Policy Statement](http://tinyurl.com/socialpolicy2015): Students demonstrate autonomy – interpreted as 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 have a responsibility to hold students accountable for attendance.

In addition to the ANA documents, research supports a correlation between attendance and academic success.

Attendance Policy: The specific guidelines for attendance in the undergraduate program are as follows:

1. 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 in order to make up missed class time. Attendance for online courses constitutes logging into class and participating in course learning activities as set forth in the course syllabus.
2. Clinical and Lab Experience Attendance. Attendance at clinical practice and lab experiences is required, 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, at the discretion of the faculty member, may have additional assignments to make up missed clinical time. 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.
3. 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 his/her 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.
4. Inclement weather rarely causes the university to close. When such an event does occur, classroom sessions or clinical and lab experiences are also cancelled and do not have to be made up.

When weather causes unsafe travel conditions, and the university remains open, clinical may be cancelled 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 to help you protect yourselves and to protect, as much as possible, the patients you will be serving, students are required to provide documentation of vaccinations or immunity to various infectious agents. College of Nursing students are required to supply some health maintenance information prior to enrollment in the program and keep health maintenance records current until graduation from the Michigan State University College of Nursing.

All Michigan State University College of Nursing (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 (refer to the CON website).

Students will be considered out of compliance if a designated immunization or other item required to be submitted to the University Physician’s Office, Office of Student Affairs, ACEMAPP, or other agency is not updated by the designated deadline.

Students enrolled in any nursing (NUR) courses who are out of compliance will receive a 1% reduction to the overall course grade for each item out of compliance during the course. If an item is not brought into compliance within one 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.

Additionally, students enrolled in clinical courses who are identified as out of compliance will not be permitted to attend clinical until documentation has been submitted to the correct compliance monitoring office. Clinical absences that result from out of 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 makes it possible to do honors work in any nursing course. An H-Option entails working with the professor to develop a project of interest to the student. A student may wish to complete an Honors Option in a class that is not already designated as Honors. If other non-Honors College, high performance students are interested, with the consent and guidance of faculty, the student may undertake Honors-caliber study to receive Honors credit. Successful completion of an H-Option contract in a course will earn an “H” designation for this course on the student’s transcript. However, the arrangement for H-Option must be made between the student and the faculty member at the beginning of the semester (preferably by the first week). The faculty member may reject a request on the basis of its unsuitability for the student, or his/her lack of time to work with the student. The work to be done for the H-Option 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 is to 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 Agreement is located here: <https://honorscollege.msu.edu/academics/honors-option.html>

The Student must earn a minimum grade of 3.0 to receive the Honors designation.  
  
The Honors Option is available to TBSN and RN-BSN students and is not applicable to students enrolled in the Accelerated Second Degree Program.

### Independent Study

Independent Study permits a student to develop personal competencies through individualized experiences and study interest in a particular area. It allows 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 topic, issue, or problem, and assumes major responsibility for the associated planning, implementation, and evaluation. The student seeks consultation and guidance from a faculty advisor selected by the student.

The College of Nursing offers NUR 490, Independent Study in Nursing, variable credit (1-4 credits). In order to be eligible, a student must:

1. have a University grade point average of 2.5 or above; and
2. Not exceed a total of 10 nursing credits in excess of those required in the curriculum.

The number of credits is based upon the scope of the topic, issue, or problem, and the associated objectives. The following guideline should be utilized:

In general, two (2) hours per week of research (library or other sources) is equivalent to one (1) credit.

THE APPLICATION PROCEDURE

Prior to registration, the student must:

1. Select a topic, issue, or problem related to nursing.
2. Tentatively determine the scope of the study and amount of time available to accomplish it.
3. 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.
4. Obtain approval of the faculty advisor for the following: scope of project; relatedness to nursing; objectives; number of credits; projected plan for guidance and evaluation.
5. 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 faculty advisor for the Independent Study and student establish the criteria for evaluation of the study via the Independent Study Form, a written contract, completed by them. The criteria include:

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

GRADING

The parameters for grading are provided in the Application for Independent Study.

### Final Exams

Final exams are scheduled according to University policy (see [Michigan State University Schedule of Courses each semester](http://schedule.msu.edu/)). 

### Procedures for Administering Examinations on Campus

1. Seating for exams will be assigned by the course instructor.  
   Ideally, students should be seated with at least one vacant seat between each student and a vacant seat directly in front and in back of one another.
2. Attendance will be verified by the faculty at the beginning of the examination either by voice acknowledgement, by student sign in, by picture ID, MSU exam cover sheets, or a combination of the aforementioned.
3. Students may take a pen/pencil to their seat. Items such as book bags, any electronic devices (including cell phones), 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 the faculty.
4. A minimum of two proctors will be present for each exam. Proctors will circulate during the exam.
5. 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.
6. Students arriving late will be given neither additional instructions nor a time extension to complete the exam.
7. 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 his/her individual exam and the beginning of the group exam.
8. No food or beverage shall be within access of students during the exam.
9. No hats shall be worn during an exam.
10. No talking is allowed during an exam.
11. During the exam, faculty will answer questions pertaining to any typos or other exam mechanics that were not announced at the beginning of the exam. Faculty will not answer inquiries related to content or clarification of exam questions.
12. Students are responsible for protecting the integrity of their own exam.
13. Students are responsible for avoiding behaviors that raise suspicion of cheating, such as talking, signaling, or looking at another student’s exam.
14. 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), 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.
15. 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) which warrant the administration of a make-up 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.
16. It is expected that the student will not share the content of the exam with anyone else, either now or in the future, as the exam is the property of the MSU CON.

**TARDINESS**  
If a student is late, he/she will only be allowed the allotted time remaining to complete the exam.

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

**EXCUSED ABSENCE**

1. Absence from an exam may be excused for reasons such as a family death, serious family illness, court mandated appearance, and personal illness (requiring HCP documentation).
2. Any absence must have appropriate documentation in order to be excused. Course faculty will make the determination of whether an absence is excused if it meets the above criteria.

**UNEXCUSED ABSENCE**  
No make-up exam will be scheduled. Student will receive a 0.0 grade.

**MAKE-UP EXAMS (for excused absences only)**

1. Students must contact the faculty member to schedule the make-up examination. The exam must be made up within one week of the original examination date; any extension beyond one 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 make-up exam.
2. Make-up exams may differ from the original exam and may include, for example, essay, short answer, matching, and true/false type 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 (such as Respondus) prior to initiating an exam.

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

1. 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.: CNS or RN to BSN).
2. 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.
3. The site must have computers with a word processing program (such as MS Word), internet connectivity, and a connected printer. There must also be a fax machine available.
4. 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.
5. All electronic copies of exam questions or answers must be deleted from computers and external drives at the conclusion of the exam.
6. All hard copies of exam instructions, questions, answers, and students’ notes must be returned to the test administrator at the conclusion of the exam.

### \*ATI Policy

DESCRIPTION OF ATI  
Assessment Technologies Institute® (ATI) offers an assessment-driven review program designed to enhance student success on the NCLEX-RN. MSU’s College of Nursing integrates ATI as a comprehensive assessment and review program for traditional and accelerated option nursing students. The comprehensive program offers multiple assessment and remediation activities. These include, but are not limited to, NurseLogic®, practice testing, and proctored testing. ATI information and resources are available by visiting their website at [www.atitesting.com](http://nursing.msu.edu/BSN%20Handbook/www.atitesting.com).

OBTAINING AND PURCHASING ATI MATERIALS   
Students are responsible for fees associated with ATI assessments and learning materials accessible through the ATI website at [www.atitesting.com](http://nursing.msu.edu/BSN%20Handbook/www.atitesting.com). Fees are apportioned by semester. Information about ATI, including the amount and sequence of each semester payment, will be presented via email at the beginning of each semester.  This communication will explain how students set up a personal account with ATI and submit their first semester payment online. Academic Instructional Support Services will have responsibility for disseminating payment codes to students.

PROCESS FOR COMPLETEING PRACTICE AND PROCTORED ASSESSMENTS  
Pre-licensure undergraduate students will be required to complete the proctored ATI assessment exams that are mandatory for passing the following nursing courses: NUR 332, 371, 436, 437, 445, 460, 471, and 481.

If a student successfully passes the course with 75% or greater in theory and passes the clinical practice component (as applicable) AND achieves a Level II or higher score on the proctored ATI Content exam, an additional 2% will be added to the student’s final grade in the course.   
  
Since the ATI comprehensive predictor does not utilize level-based scoring, the score required for the 2% extra credit is an individual score of 65% or higher. Students not achieving this score on the comprehensive exam will be required to complete remediation as directed by course faculty.

Student ATI assessment results lower than those outlined in this policy will have no effect on the course grade. As long as the student completed the proctored exam, they will be credited for meeting this requirement and no points will be added or subtracted. The only exception is NUR 481, in which students take the Comprehensive Predictor Exam; those not achieving a satisfactory score on the comprehensive exam will have to complete a remediation assignment.

\*ATI policy does not apply to students enrolled in level one and two starting in fall 2020.

### SafeMedicate® for Traditional and Accelerated Option BSN Students

**Description of SafeMedicate®**

SafeMedicate® is a unique e-learning solution for developing and assessing competence for safe drug calculations. Medication error remains an unfortunate feature of 21st century health care that all too frequently results in needless patient harm. Over 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.  
SafeMedicate® is a unique e-learning solution that addresses this problem by supporting the development and assessment of competence for safe medication practice. The program includes content for learning processes, practice assessments, and graded assessments.

**Obtaining and Purchasing SafeMedicate®**

Students are responsible for fees associated with the purchase of SafeMedicate®. This replaces the textbook that was previously required.  
**Traditional** students will purchase a three-year license in their NUR 2 semester (done in NUR 205: Introduction to Professional Nursing). Information on how to purchase SafeMedicate® will be posted on D2L.  
**Accelerated Option Students** will purchase a two-year license in their NUR 2/3 semester (done in NUR 205: Introduction to Professional Nursing). Information on how to purchase SafeMedicate® will be posted on D2L.

**Process for Completing the Foundation Numeracy Assessment: Authentic Diagnostic Assessments (ADA) and Authentic Assessments (AA)**

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 (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. Clinical placement assignments 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 by a designated timeframe prior to the course. Not all requests for assignment considerations can be honored.

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 associated agency/system placement costs, and 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 and Personal Safety

Clinical experiences are provided in a variety of settings throughout the state.  Students are responsible to make all 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**

The following are recommendations to enhance personal safety when traveling to and from clinical experiences.

**Travel Using Public Transportation**

* Follow the recommended route when traveling by bus or subway.
* Know the directions to the clinical site prior to leaving home.
* Travel in groups, never alone.
* Have your clinical faculty member’s telephone number in your cell phone in case you become lost.
* Never carry a purse. Keep your money and keys in a small wallet that fits in your pocket.
* Always walk with one arm free.
* Walk with confidence. Use eye contact when looking at others.
* Do not openly display technology when traveling, e.g. laptops, iPads, MP3 players, or iphones.
* Do not talk on your phone or text while walking. Do not have earbuds in use.
* Be aware of your surroundings; do not engage in excessive conversation.
* Avoid isolated areas.
* Trust your instincts. If you feel unsafe, leave the area. Call your instructor when it is safe to do so.
* Immediately communicate any safety concerns to your clinical instructor or any faculty member.

**Travel Using Personal Vehicle**

* Obtain directions to the site prior to the first clinical day.
* Test drive your vehicle to the clinical site and calculate estimated travel time.
* Check with your clinical instructor about the availability for parking prior to deciding to drive.
* If street parking is the only option, park in view of the clinic site.
* Residents often save a parking spot by placing lawn chairs in front of their homes. Do not remove chairs or other items.
* Keep your doors locked at all times while in vehicle.
* Do not text or talk on your cell phone while driving, parking, and exiting your vehicle.
* Lock your car upon exiting. Lock valuables in your trunk prior to traveling to the clinical site. Never have valuables visible in your car.
* Do not carry a purse; keep money and valuables in a pocket.
* Do not exit the car if you feel unsafe. Find a different parking spot or call your instructor.
* When returning to your car, have keys in hand when leaving the clinical site.
* Do not drive down dead-end streets which make turning around difficult.
* Do not drive down alleys with debris or glass which may cause flat tires.
* Do not drive down narrow streets which could restrict movement if you need to exit the vehicle.

### Invasive Procedure Guidelines

Students will not perform invasive procedures (i.e. blood draw, injection) 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:

1. Michigan State University College of Nursing Identification badge or identification badge required by the clinical organization;
2. A plain white shirt may be worn under the uniform if desired;
3. Uniforms must be clean, wrinkle free, and fit appropriately;
4. Required equipment includes a watch with a second hand and a stethoscope with diaphragm and bell function;
5. Fingernails must be short and trimmed; no nail polish or artificial nails may be worn;
6. Jewelry is restricted to a watch, plain wedding band, and one small post in each ear (no tragus jewelry); no other visible body piercings are permitted;
7. Undergarments are required and must not be visible through the uniform;
8. Hair must be clean, odor free, and of 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;
9. Religious head garments such as hijab and yarmulke must be of neutral color and without patterns;
10. Visible body tattoos are not permitted;
11. No perfume or cologne.

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

1. Green surgical scrubs with the College of Nursing logo;
2. White hosiery/socks;
3. Hair must be pulled off the collar;
4. Black or white, clean, leather upper professional shoes (with white shoelaces when applicable). Cloth type shoes (e.g., “Keds”) are not permissible. The shoes must be closed toe and closed heel, and must meet safety standards required by clinical facility/site guidelines;
5. Neither shoes nor scrubs are to be worn outside of the assigned clinical setting;
6. A white lab coat with CON logo may be required in some settings as determined by the clinical instructor and/or agency requirements;
7. No perfume or cologne.

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

1. Green polo shirt with CON logo;
2. Khaki or black slacks or trousers; no jeans, capris or stretch/skinny pants; jeans and other modifications may be approved by the clinical instructor for unique, one-time clinical experiences;
3. Socks or hose;
4. Shoes must be closed toe and closed heel with a maximum of 1” heel. Athletic shoes are permitted;
5. Hair must be off the collar in some clinical settings as directed by the clinical instructor;
6. Jewelry may include an engagement ring;
7. A white lab coat may be required in some settings as determined by the clinical instructor and/or clinical agency requirements;
8. No perfume or cologne.

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 - LAC

The expectations for the handling of mobile devices possessed by learners participating in events at the LAC are as follows:

1. Mobile devices are defined, but not limited to, cellular phones, smartphones, tablets, iPads, and personal data assistants (PDAs).
2. It is strongly recommended that learners be informed by faculty, curriculum assistants and/or other college staff to leave mobile devices outside the LAC (e.g. home, vehicle, etc.).
3. Upon arriving at the LAC, any learners with mobile devices will be instructed to turn them off and leave them in a designated area.
   1. Learners will not be permitted to maintain possession of mobile devices during the event.
   2. If a learner is not in compliance, they will be dismissed from the event and lead faculty and/or contact will be notified immediately.
4. The LAC or respective college will not assume responsibility for loss or damage of any mobile device.
5. 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, which can be found at <https://police.msu.edu/>. Your permit privileges are not valid until your permit is properly affixed to your windshield. To register your vehicle, you must present a current student ID, a valid driver’s license, and your vehicle registration. For additional questions, please refer to the DPPS office.

### Student Listserv

The College of Nursing undergraduate student listserv was created to provide a means of disseminating information of interest or importance to students in a timely, accessible, and cost-efficient manner.  The listserv is the primary and most immediate source of communication and announcements. Students are enrolled in the College of Nursing undergraduate listserv by the College of Nursing. A student remains a part of the undergraduate listserv until graduation from the program. 

### Office of Student Affairs

The MSU College of Nursing 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 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 (CAPS) for assisting 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, and a well-equipped occupational information library is maintained.

Website: <https://caps.msu.edu/>

Phone: 517-355-8270

### 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 generally 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 College of Nursing (517-353-4827).

TAPING OF CLASS SESSIONS  
Permission of the instructor must be obtained prior to taping any class sessions.

STUDENT COMMONS  
The Student Commons is located in C115 on the first floor of the Bott Building for Nursing Education and Research. Please clean up after yourselves. It is your responsibility to keep this room clean.

SMOKING POLICY  
As per MSU's tobacco-free ordinance, smoking is prohibited anywhere on MSU’s campus.

### Travel Abroad

All CON students traveling internationally on official university business must provide contact information about where and how they can be reached in case of an emergency while abroad; this information is registered in the MSU International Travelers Database before they leave the United States. Health, safety, and security concerns can all be reviewed on the Office for Education Abroad website: <https://educationabroad.isp.msu.edu/>.  The Office of International Health and Safety also has a wealth of information on traveling abroad at the following website: <https://oihs.isp.msu.edu/>.

### Ceremonies, Honors, and Awards

COMMENCEMENT & 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 College of Nursing 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 College of Nursing 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 College of Nursing convocation and Pinning Ceremony held in mid-December.   
  
Nursing Pins are purchased through Terryberry. More information is available on the Terryberry website: <https://www.nursingschoolpins.com/> .

HONORS

Students must earn a minimum of 50 semester credits at MSU to be eligible for graduation with honor or with high honor. To confirm grade point averages for the semester in which you graduate and how graduation honors are calculated, please see the [Registrar's Office Graduation Honors website](http://www.reg.msu.edu/ROInfo/GradHonor/GraduationHonors.asp).

For students who are graduating with honor or with high honor, the Office of Student Affairs will contact you a few weeks prior to commencement ceremonies to invite you to pick up a gold honor cord.

AWARDS

The College of Nursing 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 and a candidate is selected by a faculty awards committee.

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

The awardee will receive notification and recognition at the College of Nursing Pinning Ceremony or designated event.

## Awards and Scholarships: Scholarship Information

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

COLLEGE OF NURSING SCHOLARSHIPS

All applicants must be admitted and/or enrolled in the College of Nursing in good standing in the undergraduate program. Monies are awarded in the spring semester for application to the following fall semester tuition. 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  
Students are encouraged to search the following sources for nursing scholarships:

[This site contains information on the Nursing Education Loan Repayment Program and the Nursing Scholarship Program](https://bhw.hrsa.gov/loans-scholarships/nurse-corps/loan-repayment-program/determine-eligibility-and-apply)

[This site contains a broad, national nursing scholarship search engine](http://www.discovernursing.com/scholarship-search)

[The National Student Nurses Association sponsors various national scholarships](http://www.nsna.org/)

[A national financial aid tool and free scholarship search engine](http://fastweb.com/)

## Student Professional Activities

### Nursing Student Association

The Nursing Student Association (NSA) is the only national organization for students of nursing. The purpose of NSA is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interests and concerns; and to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

NSA does this by influencing the educational process; 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 Michigan State University College of Nursing has an active local chapter of NSA, known as the Nursing Student Association. 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 NSA, contact the College of Nursing Office of Student Affairs.

### Sigma Theta Tau, Alpha Psi Chapter

Sigma Theta Tau, Inc. is the only National Honor Society of Nursing in the United States. Sigma Theta Tau, Inc. is professional rather than social, and its purposes and functions may be compared to other honor societies, such as Alpha Omega Alpha in Medicine, Pi Lambda Theta in Education, and Phi Beta Kappa in Liberal Arts.

An important project at the local and national level is the promotion of nursing research. This is carried out by the Research Committee, which also grants sums of money 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 a Chapter at Michigan State University were started as early as 1962; a charter was granted and the Chapter was installed in 1970. Chapter activities have included educational meetings which are open to nurses, other health professionals, and members of the general public; social meetings for its membership; and service projects. Alpha Psi recognizes student achievement with an annual graduate student award and participates in the annual Greater Lansing Area Research Day. Additional information can be found at <http://www.nursingsociety.org/>.   
  
Alpha Psi - Eligibility Requirements

CRITERIA FOR MEMBERSHIP (Traditional Undergraduates)

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

CRITERIA FOR MEMBERSHIP (Registered Nurses)

* have completed ½ of the nursing curriculum;
* have completed 12 credit hours at current school;
* achieve academic excellence of a 3.0 or higher;
* rank in the upper 35 percentile of the graduating class;
* meet the expectation of academic integrity.

Membership is by invitation only. [More information about Sigma Theta Tau International](http://thecircle.nursingsociety.org/AlphaPsiChapter/Home/) can be found here <https://www.sigmanursing.org/>

### Standing Committees with Student Representation

The standing committees in the College of Nursing with baccalaureate student representation are:

1. The Student Advisory Council
2. The Undergraduate Program Committee
3. The College Hearing Board

## Forms

[Injury/Property Damage Report](https://rmi.msu.edu/_assets/rmidocuments/InjuryPropertyDamageReport.pdf)- Used to report student accidents occurring while the student is engaged in classroom, laboratory, or other types of academic activities

[Health Care Occurrence Report Involving a Patient](#Health) - Use for reporting any patient occurrence involving a student or faculty supervising student experiences.

[Health Professions Students Exposure Report](http://www.uphys.msu.edu/files/attachment/12/original/report_z.pdf) - Used to report student exposure to Tuberculosis, Blood Borne Pathogens, and Zoonotic Disease. <https://uphys.msu.edu/resources/healthcare-professional-student-information-f>

**Adjudication of Academic Cases (including Academic Grievances, Academic Complaints, Academic Dishonesty, and Academic Misconduct)**: <http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university/article-7-adjudication-of-academic-cases>

**Academic Hearing Board Structures:** <http://splife.studentlife.msu.edu/student-rights-and-responsibilities-at-michigan-state-university/article-6-academic-hearing-board-structures>

**REFERRAL TO COLLEGE HEARING BOARD**

1. Grievance Hearing
   1. Undergraduate students who believe a member of the College 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. Students who remain dissatisfied with the outcome should consult with the Dean of the College, or designee. At any time in the grievance process, students may consult with the University Ombudsman.
   2. Students who remain dissatisfied with the results of these discussions may then file a written request for an academic grievance hearing with the Dean of the College, or designee.
   3. 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 an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may still proceed.
   4. A written request for an academic grievance hearing must (1) specify the alleged violation(s) of academic rights; (2) identify the individual against whom the grievance is filed (the respondent); and (3) 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) College of Nursing Program Director (2) MSU Risk Management, 113 Olds Hall