# RN-BS

# STUDENT HANDBOOK

# 2025-2026



BEMIDJI STATE UNIVERSITY

# Welcome to the Bemidji State University Nursing RN-BS Program!

The curriculum in the nursing program is designed teach, challenge, and excite you on your journey to becoming an independent learner and a successful professional nurse. To complete this rigorous program and to practice effectively as a professional nurse, you must demonstrate competency in many areas. A student nurse must perform all essential functions with or without accommodations. You have to take an active role in your education. This resource manual will help you as your progress through the nursing program.

This *Student Handbook* is intended to provide you, the nursing student, with the information you need to successfully manage your educational career at BSU. The information provided is specific to the Nursing program and is supplementary to the *BSU Undergraduate Catalog* (http://www.bemidjistate.edu/academics/catalog) and *BSU Student Handbook* (http://www.bemidjistate.edu/offices/student-affairs/handbook/), essential documents of Bemidji State University. **Each student is responsible for the contents in these references.**

The *Nursing Student Handbook* applies for each academic year. It is updated and posted on our website annually; current students are notified via email when the new version is available and provided with a summary of substantive changes effective immediately for all students. If significant changes in policies/procedures are made and implemented at a time other than the annual update, students will be notified of the changes via email and changes will be effective immediately. We hope this *Handbook* is helpful to you. We welcome any recommendations and/or comments.

In addition to this and other written resources, faculty advisors are an invaluable source of information and guidance. Every student is assigned an advisor who is prepared to assist you with program planning, degree completion and other questions pertaining to university life. We encourage you to meet with your advisor regularly to ask questions and seek additional information.

The Nursing faculty wish you much success on your educational journey!

# Table of Contents

# Curriculum & Structure

## Goals of the Nursing Program

In support of the institutional mission, the goals of the Bemidji State University baccalaureate nursing program are to:

1. Prepare nursing students to enter professional nursing practice.
2. Maintain academic excellence, which includes national accreditation and the recognition of standards/directions within the discipline, Minnesota Board of Nursing, and communities of interest.
3. Maintain a contemporary curriculum that promotes the development of a professional nurse who embodies a holistic view of people. Implement educational strategies and practices conducive to the personal and professional development of students.
4. Students will demonstrate responsible use of knowledge and critical inquiry to address professional nursing practice in a changing society and in a variety of settings.
5. Utilize an effective shared governance model that is congruent with the institution, the program and the needs of the learners.
6. Acquire and allocate resources to provide a positive learning environment.
7. Recruit and retain qualified and diverse students committed to academic excellence and professional development.
8. Recruit and retain diverse and qualified faculty who contribute to the university, the profession, and service and scholarly endeavors.

Est. 1/5/89
Revised:  5/90; 7/01; 2/07, 5/18, 9/22
Reviewed: 5/94; 4/17/97; 4/21/05; 4/30/09; 4/11, 4/13, 4/14, 3/16, 4/17, 4/19, 5/20, 5/21, 5/25

## Vision & Mission

Vision:    We are a force for innovation, learning, and discovery in preparing proficient nurses for a dynamic healthcare world.

Mission:
- To engage in scholarship that supports the development of critical thinkers, creative problem solvers and innovative leaders in care delivery.
- To teach and support professionalism in nursing care for all individuals and populations.
- To educate and mentor the baccalaureate nurse generalist for a future that includes lifelong learning and a diverse global practice.

Est: 4/14/94
Reviewed: 10/94; 4/21/05; 4/13; 4/14, 3/16, 5/18, 5/20, 5/25
Revised:  4/17/97; 7/01;12/01, 2/14/02, 2/15/07, 5/13/09, 4/17, 5/21, 9/22

# Philosophy

**Humankind – Health**

Human beings are viewed holistically. Each individual and each group is a complex integration of biological, psychological, social, cultural, and spiritual dimensions.

Human beings are unique, autonomous, and possess inherent dignity, worth, and rights. We exist dependently, independently, and interdependently. Rights infer responsibilities within each individual's capacity.

Growth and change may be multifaceted, influenced by individual differences in personal potential and by subjective meanings and values.

Health involves a complex, multidimensional phenomenon influenced by biological, psychological, social, cultural, and spiritual variables.

Health is individually defined and subjectively perceived. Internal and external forces and resources influence health.

Human beings experience varying states of health during their lives.

**Nursing**

The provision of nursing care, as part of the health care system, is influenced by legal, political, economic, social, and global forces. Humane, quality health care is a right and should be equally accessible to all people.

People have the right to make informed decisions in regard to their health and health care. Nursing addresses human responses to life experiences and varying states of health and illness.

Nursing is involved with the promotion, attainment, and preservation of optimal health and the amelioration of suffering.

Nursing supports human beings in growth and change to maximize health potentials across the lifespan and/or to support a peaceful death.

Nurses assess, design, provide, manage, and coordinate care for individuals, families and communities/populations representing diverse cultures, values, and beliefs.

Nursing is guided by a respect for human dignity and requires a commitment to caring. Nurses respect and encourage client autonomy.

Nursing practice is conducted in a variety of contexts. Critical reflective thought, liberal education, professional knowledge, practice abilities, life experiences, and the values of the individual provide the foundation for nursing practice.

Ethical professional behavior and decision-making abilities are essential in one's practice and relationships.

Membership in the discipline of nursing involves a commitment to excellence; advocacy for nursing and humane, quality health care; accountability for one's individual practice; responsible inquiry; and continued professional growth.

Professional nursing practice is influenced by and contributes to society. Inherent to addressing the health needs of people and the evolution of nursing as a discipline are collaboration with other groups, use of knowledge in refining practice, and the critical examination of nursing practice.

**Learning**
Baccalaureate nursing education fosters self-directed learning to enable nurses to understand the meaning of their experiences and to realize values in their practice.

Baccalaureate education prepares graduates to serve as generalists in nursing practice and serves as a basis for graduate study.

The learning environment encourages participants to critically examine assumptions, to explore alternative views, and to support the development of expanded or new perspectives.

Learning is a complex process. Though some forms of learning may be predictable and observable, not all significant learning can be equated to measurable changes in behavior. Learning includes the individual meaning that emerges for the learner.

Faculty serve as resources and facilitators in the learning process. The learning environment provides for mutual respect, engages the learner in learning, and assists the learner in examining perspectives upon which practice is conducted.

Experiential learning provides an arena whereby knowledge, practice, and individual meanings may be critically examined. Critical thought and reflection enhance the development of autonomy and empowerment for personal and professional growth.

Revised: 4/26/90; 5/94; 2/95; 7/01; 11/01, 2/14/02, 10/16/03, 4/17/17
Reviewed: 10/94, 4/95, 2/19/04, 2/17/05, 3/08/07; 4/11; 4/13; 4/14, 3/16, 5/18, 5/20, 5/21, 9/22, 5/25
Edited: 8/97

## Curriculum Outcomes – Essentials of Baccalaureate Education

Elements addressed in the BSU Nursing Program include:
1. **Knowledge for Nursing Practice:** Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.
2. **Person-Centered Care:** Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.
3. **Population Health:** Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both

traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.

4. **Scholarship for Nursing Discipline:** The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.

5. **Quality and Safety:** Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

6. **Interprofessional Partnerships:** Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

7. **Systems-Based Practice:** Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.

8. **Informatics and Healthcare Technologies:** Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

9. **Professionalism:** Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.

10. **Personal, Professional, and Leadership Development:** Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

Established: 1983
Revised:  5/94, 2/95, 3/07; 9/09; 7/11, 5/25
Reviewed: 1/90; 5/90; 10/94; 7/01; 11/01; 12/01, 2/02, 2/02, 4/02, 2/05; 7/11; 4/13; 4/14, 3/16, 4/17, 5/18
Advisory Board, 4/19, 5/20, 5/21

## Shared Governance

The Nursing program uses a shared governance committee structure for decision making, program evaluation and establishment of mission and policies.

Students are an important part of shared governance. Their input and feedback provide the department with valuable information that contributes to a better program.

Nursing committees meet approximately once per month. All regular department faculty meetings are open, except those at which personnel or students are discussed. Students are welcome to attend, present at, or participate in discussions at all regular department faculty meetings and standing committee meetings.

Students anticipating enrollment or currently enrolled in the nursing major may communicate concerns and requests in writing to the appropriate committee chairperson or to the Senior Nursing Administrator (SNA). Special requests or presentations shall be communicated in writing to the committee chairperson for placement on the agenda. The schedule of regular meetings will be posted in advance of each semester.

**Department Standing Committees**

The Nursing standing committees are: Curriculum Committee; Student Admission, Progression, and Concerns Committee; Faculty and Budget Committee; Nursing Leadership Committee; and the Student Input Forum.

The *Curriculum Committee* functions, in conjunction with faculty and within the parameters of institutional policies, to determine elements related to the curricula including course content, evaluation, and prerequisites.

The *Student Admission, Progression, and Concerns Committee* determines policies regarding admission, progression, graduation, student advisement, and retention, and makes decisions about individual student grievances.

The *Faculty and Budget Committee* determines policies regarding departmental function, faculty and staff needs, and general program operations.

The *Nursing Leadership Committee* is made up of all the standing committee chairs, program coordinators, and the SNA.

*Student Input Forums* function to provide a communication and evaluation link between students and faculty. Student Input Forums will be scheduled annually. They will be open forums to allow students to provide input into all areas of the nursing programs. The SNA will schedule and facilitate the forums. These forums serve in an advisory capacity. Matters relating to the students will be brought before the students for their input and recommendations.

Established: 12/87
Revised: 5/19/88, 6/15/90, 2/23/95, 3/30/95, 5/95, 11/8/01, 8/20/02, 2/9/06, 8/07, 2/12/10, 5/2013, 5/16, 5/17, 1/18, 5/20, 5/21
Reviewed: 5/22, 5/23, 5/24, 5/25

# Nursing Organizational Chart



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                    │ Dean of College of Sciences &   │
                    │          Health                 │
                    └─────────────────────────────────┘

   ┌──────────────┐      ┌──────────────┐      ┌──────────────────────────┐
   │ Department   │      │  Nursing     │      │ Senior Nurse Administrator│
   │   Chair      │      │  Faculty     │      │                          │
   └──────────────┘      └──────────────┘      └──────────────────────────┘

┌─────────────────────────┐              ┌────────────────────────────────┐
│ Program Coordinators    │              │ Support Staff                  │
│ (RN Completion &        │              │ (Lab Coordinator, Student      │
│  Nursing)               │              │  Services Coordinator,         │
└─────────────────────────┘              │  Clinical Coordinator)         │
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                        │   Committees     │
                        └──────────────────┘

   ┌──────────────────┐  ┌─────────────────────────────┐  ┌──────────────┐
   │ Faculty & Budget │  │ Student Admission Progression│  │  Curriculum  │
   │                  │  │ & Concerns                   │  │              │
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                        │    Students      │
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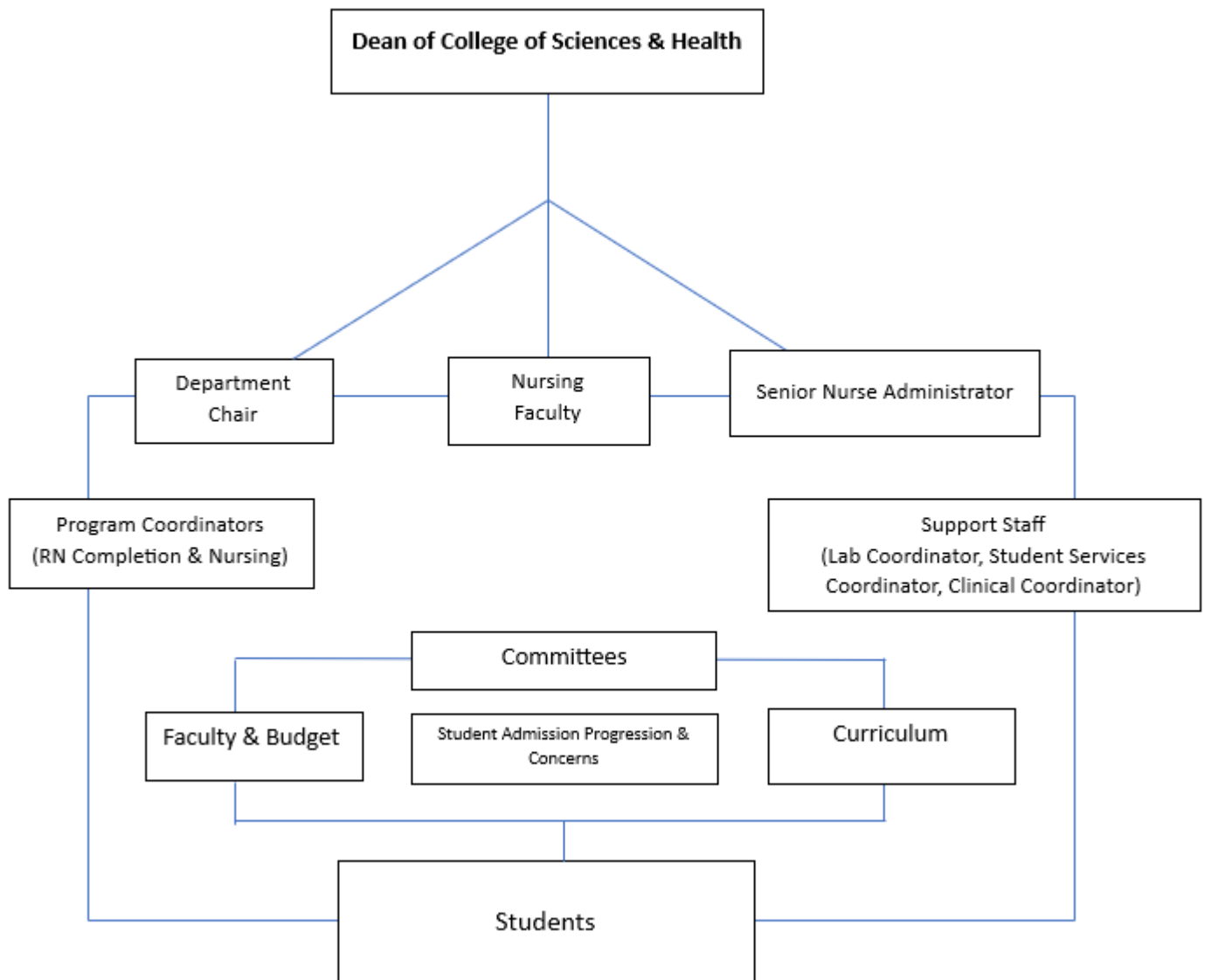
Est. 4/90

Revised: 8/92; 3/95, 5/01, 4/02, 8/02, 8/07, 5/13, 5/15, 6/17, 1/18, 5/18, 7/19, 5/20, 5/21, 5/25

## *Admission to BSU*

Students must be admitted to Bemidji State University **prior** to applying for admission to the nursing major. Any Core Curriculum goal areas may be, but are not required to be, completed prior to admission to the nursing program. Admission to BSU can be completed here: https://www.bemidjistate.edu/admissions/

## *Transfer Credits*

The completion of a bachelor's degree at BSU requires the completion of the BSU Core Curriculum requirements or the MN transfer curriculum. RN Advantage credits (15 total upper division) will be awarded to the academic record once they have an unencumbered/unrestricted RN license. Applicants will receive transfer evaluations from the Admission's Office once they have been admitted to BSU.

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International Students: (non-US citizens)
All international students' transcripts must be reviewed prior to being admitted to the program. A third party will be used to evaluate transcripts.

### *Admission to the Major:*
Details about the application procedure and a link to the online application can be found on the Nursing website: RN-BS Program

Applicants must submit to (and satisfactorily complete) the approved Nursing background check as a condition of admission. An offer of admission is contingent upon the successful completion of the background check(s) with results deemed favorable. Admission may be denied or rescinded based on the outcome of the background check.

### *Admission Review*
The Nursing program works with the Office of Admissions to determine the admission status of applicants to the RN-BS nursing program. Admission to the program is a separate process from admission to Bemidji State University and is on a first-come, first-served basis.

### *Admission Status*
1. Applicants who meet all admission requirements will be admitted with regular status.
2. Once the program has reached full enrollment, applicants may be placed on a waitlist.
3. Once accepted, if applicants do not take courses within one year, they must reapply to BSU and the program.
4. The Office of Admission will notify applicants of their admission to BSU.
5. The Nursing program will notify applicants of their admission status to the baccalaureate nursing program.
6. Individuals admitted to the nursing program will be enrolled in the mandatory D2L Brightspace Nursing Program Orientation course.
7. **Admitted students are strongly recommended to register for classes prior to two weeks before the semester starts**. Seats in the nursing classes will not be held for admitted students after that date.

Revised: 3/91; 12/92; 11/94; 7/95; 4/97; 1/98; 2/99; 11/99; 5/01, 3/02, 2/06, 4/13, 5/14, 5/16, 6/17, 11/19, 5/20, 11/20, 5/23, 5/25
Reviewed: 5/21, 5/22

## Practice Compliance Requirements

To comply with state, federal, and agency requirements, students must submit required documentation by deadline set by department. All documentation must remain up to date while enrolled in the program.

Students who are currently enrolled must satisfactorily complete an annual background (both national and state) check as a condition of continuing enrollment in the Nursing program.

Throughout the program it is expected that all students will self-disclose any occurrences which could result in a discrepancy (criminal charge or conviction) on a background check to the Department Chair and Nursing Clinical Coordinator at the time of the occurrence (within 14 days). If/when a student self-reports a new occurrence, they may be required to complete additional background checks. If/when a student's background check reports that they need direct supervision, they will be dismissed from nursing program.

Students may be dismissed from the program with any of the following:

- Students who fail to submit or do not pass the background check.
- Occurrences resulting in a discrepancy (criminal charge or conviction).
- If/when a student does not self-disclose, and an occurrence is found

If a background check has discrepancies, the student may refer/contact the Board of Nursing from the student's state of residency to explore their options on how to continue in the nursing program.

Students are required to complete the DHS NetStudy 2.0 online background study, including fingerprinting at an authorized facility, in order to maintain their enrollment in the Nursing program. Students will cover the cost of DHS study and the fingerprinting cost. Results of the study are sent to the student and must be uploaded to the clinical eligibility tracking system.

Students are also required to complete federal background studies through the approved vendor in order to participate in clinical experiences. International students or residents of Canada will complete the appropriate study in place of the federal study. Students are responsible for payment of the federal and international background studies. Results of the study are sent to the student and must be uploaded to the clinical eligibility tracking system. Students must also complete a release of information form, giving the BSU Department of Nursing permission to share the results of the studies if requested.

The National and State (in the state the student resides) background study must show the ability to provide direct patient care. A student that is not authorized to provide unsupervised care, based on background study results, will be unable to progress in the program.

If it is necessary for a student to step out of the program for an extended period (greater than 1 year), an additional background study must be completed for re-entrance to clinicals.

The RN-BS program uses an online clinical eligibility tracking system, Clinician Nexus, to store background studies and practice compliance requirements. Students will be sent an email with login information to set up their Clinician Nexus account. Students will cover the cost of the practice compliance requirements and will upload the documents into the clinical eligibility tracking system (Clinician Nexus).

If students are not compliant and current (up to date) with all of these required items, they will face ineligibility of admission, delay of course progression or program dismissal. Newly admitted students without the required documentation on file by the deadline set by the department will be dropped from their courses and are not permitted to progress in the program. Failure to maintain clinical eligibility documentation throughout the program will result in the inability to progress in the program.

Revised: 6/17, 5/21, 5/22, 5/23, 5/25 Reviewed: 5/18, 5/19, 5/20, 5/21

## RN Licensure

Students are required to maintain an unencumbered license throughout the program. It is expected that all students will self-disclose any occurrences which could result in a discrepancy on their RN license to the SNA and Nursing Clinical Coordinator at the time of the occurrence (within 14 days). If/when a student self-reports a new occurrence, they may

be required to provide additional information. If/when a student's license reports that they need direct supervision, they will be dismissed from nursing program.

## General Program Information

### Registration for Courses
Online registration is accomplished using e-Services, available through MyBSU. After the initial semester, registration may require an access code, which students must obtain from their advisors.

### Course Scheduling in the Program
Courses are conducted in an online format.

### Library and Computer Resources
The Bemidji State University library is open during the day, evenings and weekends. Distance students are entitled to full use of library resources. Students have off-campus access to library resources via the library home page: http://www.bemidjistate.edu/library/. All BSU students also have access to free Microsoft Office through Office 365, which can be found linked at the top of the BSU email homepage.

### Communication
It is the policy of BSU that administrative electronic mail communications between the University and University students shall be done using University-assigned electronic mail addresses. It shall be the responsibility of each student to monitor the University-assigned electronic mail account for communications from the University. Students can expect a response from faculty within 48 hours during the workweek but should not expect faculty responses during weekends.

### Changes in Contact Information
Students must submit any changes in name, address, phone number and email address to the Nursing program and the Records Office.

### Computer Requirements
1. All RN-BS program students must have access to a computer, with a working camera and speakers, and high-speed internet.
2. Further university IT recommendations and resources are listed here: http://www.bemidjistate.edu/offices/its/hardware-software/techrecommendations/.

## Clinicals

Students and the college may not waive health policy or immunization requirements set by clinical affiliates. Students who do not abide by clinical affiliate health policy or immunization requirements may be unable to attend clinicals, which may result in course failure, or failure to progress in the nursing program. Students must submit documentation of compliance with health policy requirements before specified deadlines. The health policy and immunization requirements set by our clinical affiliates may change at any time during the nursing program.

To establish clinical eligibility, students must submit the following documentation to the department's clinical eligibility tracking system:

1. State and federal background study results
2. Any and all paperwork required by the faculty or clinical facilities

Newly-admitted students without the required documentation on file by the deadline set by the department will be dropped and not permitted to begin the program. Failure to maintain clinical eligibility documentation throughout the program may result in inability to progress in the program.

Clinical sites may have additional eligibility requirements specific to their facilities, which students must meet in addition to those listed above.

- Students in the RN- BS Program must maintain an unencumbered RN license.
- All students must follow all practice compliance requirements. Clinical eligibility will be contingent upon verification of these requirements, and lack of such verification will prevent the student from beginning, remaining involved, and/or completing a course.
- Clinical experiences associated with the program will not be conducted during a student's scheduled time of employment.

Revised: 5/16, 5/17, 6/21, 5/21, 2/23 Reviewed: 5/18, 5/19, 5/20, 5/21, 5/22, 5/23, 5/25
Revised: 5/16, 5/20, 11/20, 11/23, 5/25
Reviewed 5/22, 5/23

## Continuing and Discontinuing Enrollment

RN-BS program students may enroll in the nursing program on a part-time or full-time basis. Part-time students are encouraged to work with their advisors on a course progression plan.

Students may transition to full-time or part-time status at any time.

Students not continuing enrollment in nursing courses, other than by dismissal, are requested to communicate with their advisors about their decision and to discuss plans for returning to the program.

Students enrolled in the RN-BS program must complete all university degree requirements within a six-year period after initial enrollment.

Revised 5/16, 6/17, 1/18, 5/19, 5/20, 5/21, 5/22, 5/25

## Unsuccessful Course or Course Withdrawal

If a RN-BS program student needs to withdraw from one or more courses, they should contact their faculty advisor prior to withdrawing and a degree completion plan should be developed. If a student withdraws from all registered nursing courses during the first program semester, they must reapply to start again after a year without classes.

Revised: 1/18, 5/23, 5/25
Reviewed: 5/20, 5/21, 5/22

## Advising

1. All BSU students have a faculty and staff advisor. The student services coordinator will serve as the primary advisor until the student is assigned to a faculty advisor.

2. Advisees may request an advisor change at any time by contacting advising@bemidjistate.edu.

3. The advising role focuses on assisting the student with academic advising. Students are encouraged to meet with advisors for academic planning and registration. It is the student's responsibility to initiate meetings with the advisor. It is the advisor's responsibility to lend support and guidance as requested. It is ultimately the student's responsibility to know and meet the program requirements.

4. Other university support services are available through referrals and advisors can provide information concerning resources to students.

5. Students are required to meet the BSU Core Curriculum requirements (see the *BSU Undergraduate Catalog*) to graduate, or they may transfer in an AA degree or complete the Minnesota Transfer Curriculum through another educational institution. The Core Curriculum requirements are very specific. Therefore, students should be sure to only select classes that are listed as options for the applicable goal areas.

6. The course and credit requirements for the nursing major are described in the *BSU Undergraduate Catalog*. It is the student's responsibility to read the *Catalog* and be familiar with all the requirements.

7. Graduation requirements may be found at the BSU Records and Registration website.

Reviewed 5/20, 5/21, 5/22, 4/23
Revised 5/25

## Grading Standard within Courses

1. After being admitted into the nursing program, all nursing courses must be passed with a minimum of 75% or "C".

2. The Nursing program grading standard is as follows:

   | 93-100 | = A |
   |--------|-----|
   | 84-92  | = B |
   | 75-83  | = C |
   | 68-74  | = D |
   | <68    | = F |

   **Note: The Nursing program does not use plus and minus grades. The nursing program does not accept Pass/No Credit or Pass/Fail grades for any pre-requisite, required, or Nursing courses.**

3. The grading standard will be included in every syllabus within the evaluation section.

4. The faculty reserves the right to lower grades when assignments are submitted late. Unusual circumstances will be taken into consideration.

5. Students who pass an assignment will not be allowed to repeat the assignment for a better grade.

6. Students who earn less than a "C" on an assignment *may* be allowed to redo the assignment if the faculty member permits. Students who are allowed to repeat assignments will receive a grade no higher than a "C" on that assignment.

7. Exams, homework, quizzes, graded assignments and final grades will be the percentage achieved. **Rounding & Curving of exam scores is not done**.

8. Students wanting to contest a grade should follow the Academic Grade Challenge Policy found in the *BSU Student Handbook*. The Appeal of Final Course Grade process can be found at: https://www.bemidjistate.edu/mybsu/student-complaints/

*Incompletes*
9. An incomplete will be given only when the student has made a request to the professor prior to the end of the semester. Prerequisite courses must be completed prior to beginning of courses in the next session.

Revised 5/14, 5/15, 5/16, 6/17, 1/18, 5/18, 5/19, 11/19, 5/20, 5/21, 5/22, 5/23, 5/25

## Critical Standards

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

1. The Nursing program and affiliated agency policies, procedures, and communication protocols are followed.

2. Critical incidents are recognized and reported to departmental faculty.

3. The confidentiality of client records and situations is appropriately maintained.

4. Students are expected to practice the highest standards of ethics, honesty and integrity in all of their academic work. The most current *Publication Manual of the American Psychological Association (APA)* serves as the format for all papers assigned in the Nursing program. Any form of academic dishonesty (e.g., plagiarism, cheating, misrepresentation) may result in disciplinary action. Possible disciplinary actions may include failure for part or all of a course, as well as suspension from the University.

5. The student's physical and emotional health, conduct, values, and attitudes must not threaten the safety or welfare of self, clients, students, or others within the department and affiliated agencies.

6. Nursing practice is conducted safely within the scope of practice as established by the applicable state's Board of Nursing.

7. All students will follow the *Code of Ethics for Nurses*:
   a. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
   b. A nurse's primary commitment is to the recipient (s) of nursing care, whether an individual, family, group, community, or population.
   c. The nurse established a trusting relationship and advocates for the rights, health and safety of recipient(s) of nursing care.
   d. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with the obligation to promote health, prevent illness and provide optimal care.
   e. The nurse has moral duties to self as a person of inherent dignity and worth, including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
   f. Nurses, through individual and collective effort, establish, maintain and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
   g. Nurses advance the profession through multiple approaches to knowledge development, professional standards and the generation of policies for nursing, health and social concerns.
   h. Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
   i. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
   j. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.
   [ANA (2025). Code of Ethics for Nurses with Interpretive Statements.]

8. It is the responsibility of the student to choose behavior conducive to learning by being prepared, prompt, attentive, and courteous and by conforming to policies set by the faculty to maintain academic decorum. The Bemidji State University Student Code of Conduct will be closely adhered to by the program. All students and faculty are expected to treat everyone with respect and can expect to be treated courteously by others.

9. Any written report or warnings are filled out by both the faculty and student. The written report/warning may constitute a simple filed warning, immediate withdrawal from a course and/or a failure in the course, and/or dismissal from the program. The report will be reviewed and tracked by the Student Admission, Progression and Concerns committee.

## Departmental Student Records

An advisory folder for each student is initiated upon acceptance into the nursing program. The Nursing program maintains files for all current students.

While the student is actively enrolled in the nursing major, the following are examples of information that could be maintained digitally, either in the student file or in the clinical eligibility tracking software:

1. Letters regarding admission status
2. Background study notification letters, uploaded by students.
3. Evidence of current immunization records, uploaded by students.
4. Miscellaneous correspondence related to academic status, grievances, awards, or recommendations
5. Disciplinary forms

After graduation, the student folder will be maintained for a five years before being destroyed. A cumulative record of graduate contact information will be maintained by the department to facilitate contact with alumni. Aggregate data will also be maintained for the purpose of program evaluation and other such activities. Permanent transcripts are maintained in the Records Office.

### *Student Advisory Folder Procedures*

1. Digital student folders will exist on Microsoft Teams in a location directly accessible only to SAP-C committee members and the SNA or maintained in the clinical eligibility tracking software.
2. If a student wishes to review his/her digital departmental folder, a meeting will need to be set up with a SAP-C committee member and/or the Department Chair. The student will be allowed to review the secured information in the presence of one of the above-mentioned department representatives.
3. Items listed above may be placed in the digital student folder by the SAP-C committee members or the Department Chair. Students may submit records of honors, awards, published articles, and other such items to their faculty advisor for inclusion in the digital student file.
4. A student may review his/her digital student folder and appeal to the Student Admission, Progression, and Concerns Committee for removal of items considered to be inaccurate, misleading, or otherwise in violation of privacy or other rights. If the appeal fails, the student has the right to add a written rebuttal to the record and/or proceed through the grievance procedure as described in the *BSU Student Handbook.*
5. Student coursework is maintained for one year, after which time it will be destroyed.

## Exposure/Injury Protocol

Students who are injured while participating in classes or other activities on campus should

follow the procedures suggested by [Student Health and Counseling](#) and the office of [Environmental Health and Safety](#).

**Universal blood and body substance precautions and blood-borne pathogens** information will be posted in the nursing lab and provided to students through course materials.

Students participating in ~~off campus~~ clinical learning experiences will follow individual agency protocols.

Established: 6/17 Reviewed: 5/20, 5/21, 5/22, 5/23 Revised 5/25

## Malpractice Policy/Procedure

Student malpractice insurance coverage for practice in clinical areas will be automatically provided by the University and paid for with differential tuition. This insurance covers situations pertaining to injury of others.

Revised 5/15 Reviewed 5/20, 5/21, 5/23, 5/25

## Academic Integrity Policy

Students are expected to practice the highest standards of ethics, honesty and integrity in all of their academic work. The most current *Publication Manual of the American Psychological Association (APA)* serves as the format for all papers assigned in the Nursing program.

Any form of academic dishonesty may result in disciplinary action including: a Documentation of Unprofessional Behavior/Practice form filed and reviewed by the Student Admission, Progressions and Concerns committee and BSU Conduct Officer; failure of the assignment or project; failure of the course; and/or expulsion from the University.

The following definitions and examples are provided to help students determine what will be considered academic integrity and how to avoid it:
- Plagiarism: submitting coursework as one's own that includes words, thoughts and ideas from another author without proper citation (author, date, page number). Direct quotes must include quotation marks in addition to proper citation.
- Paraphrasing: rewording an author's words, thoughts and ideas to demonstrate individual perspective and understanding. The author is acknowledged for his/her original words, thoughts, and ideas through proper citation.

Other instances of academic dishonesty include, but are not limited to, giving or receiving unauthorized assistance on an examination; unauthorized collaboration on individual assignments; providing false information (e.g., family emergency, death or illness) to obtain an extension or exemption from an assignment; or any act designed to provide a student with an unfair advantage or the attempt to commit such acts.

Examples:
1. Working with one or more other students on an individual assignment and submitting the work as your own.
2. Submitting the work of others as your own.
3. Submitting the work of others as your own with minimal changes.
4. Submitting others' work, in part or whole, without quotation marks, adequate

paraphrasing, or proper citation.
5. Submitting the same work, in part or whole, for more than one course without both instructors' approval, or with only minimal revisions to the original work that has already received credit and submitting again as new work.
6. Taking an examination for another person.
7. Sharing testing materials.
8. Sharing simulation scenarios.
9. Sharing clinical work.
10. The use of AI tools.

Established: 5/16
Reviewed 5/18, 5/20, 5/21, 5/22
Revised: 6/17, 5/19

## Co- and Pre-requisites within the Nursing Program

Several courses in the nursing curriculum are sequentially arranged. Progression to selected courses is based on successful completion (grade of "C" or better) of listed prerequisite courses.

Concepts of Nursing & Healthcare (NRSG 3100) must be successfully completed as a pre- or corequisite to progress in the program.

A student who fails or withdraws from a course that is a prerequisite for a course in the following session may need to withdraw from the following course and complete the course sequence as indicated.

Students seeking an alteration in the progression of courses and/or requirements in the nursing program should follow the grievance process described elsewhere in this document.

Revised 6/17, 11/19, 5/25
Reviewed 5/20, 5/21

## Program Evaluation

Students are requested to participate in individual course and program evaluations at various intervals. Evaluation surveys and procedures are provided by the department.

Reviewed 5/20, 5/21
Revised 5/25

## Retention in the Program

The Nursing program reserves the right of retaining in the program only those students who, in the judgment of the departmental faculty, satisfy the requirements of scholarship, behavior, and health characteristics suitable for the profession.

When a student demonstrates professional and/or personal attributes that do not meet the standards of safe clinical practice and professionalism in clinical, classroom, lab or community settings, the Nursing faculty will schedule a meeting with the student to initiate the *Documentation of Unprofessional Behavior and/or Unsafe Practice.* This process may

result in a written warning, plan for remediation, failure of course or exit from the Nursing program.

Established: 5/85
Revised: 10/87, 3/88, 4/88, 4/88, 5/88, 9/88, 2/89, 5/89, 4/90, 5/90, 4/92, 5/93, 3/94, 9/95, 4/97, 8/99, 5/01, 2/02, 8/02, 10/6/05, 2/06, 8/07, 4/09, 4/13, 5/14, 5/17, 1/18, 5/19, 5/25
Reviewed:  5/20, 5/21, 5/22, 5/23

## Scholarships

Several scholarships are available for students who have been accepted into the nursing program. Applications are due in early Spring each year for the following academic year. Details about each scholarship and the application process can be found on the Nursing website: http://www.bemidjistate.edu/academics/departments/nursing/scholarships/.

Reviewed 5/20, 5/21, 5/22
Revised 5/25

## Social Media Policy

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

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

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

**IV.      Definitions**
1.  **Social Media:** is primarily internet- and/or mobile-based methods of networking using web/mobile-based tools to communicate widely, quickly and easily for the purpose of sharing information and communicating with others. Such as, but not limited to:

    a.  Facebook
    b.  X
    c.  Texting
    d.  Tik Tok
    e.  Instagram
    f.  Snapchat

2.  **Protected Health Information (PHI):** is any identifiable health information, including demographic information that contains:
    a.  Past, present or future physical/mental health or condition of an individual

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  b. Past, present or future payment for and individual's healthcare

  c. Identifies the individual, OR there is reasonable basis to believe the information can be used to identify the individual

3. **When Using Social Media**
  a. Students/staff using social media shall not:
   - Disclose BSU entities', patients', or affiliates' confidential information or PHI
   - Disclose location, facility type, or any demographic identifier of clinical or capstone.
  b. When using social media the student/staff will not express or represent their views as those of BSU unless they have been authorized to do so.
  c. Students/staff photographing any individuals (patients, family, staff as example but not limited to) or physical structures must obtain written authorization from BSU or affiliates.
  d. When using social media, the student must comply with all other policies and procedures of BSU and the Nursing program.

4. **Compliance**
  a. Students shall receive notice of this policy at the beginning of the program and may receive periodic education on its application and use.
  b. In accordance with federal and state laws, regulations, and BSU entity-related policies, BSU reserves the right to monitor student/staff social media activities and maintain detailed reports of social media usage.
  c. Students found violating this policy may be subjected to corrective disciplinary action including but not limited to expulsion from BSU, criminal prosecution, or additional liability associated with other legal actions.
  d. Alleged violations require immediate reporting to the direct supervisor, Department chair, and/or the affiliate's human resources and risk management.

Established: 8/12
Revised: 5/15, 5/22
Reviewed: 5/18, 5/19, 5/20, 5/21, 5/25

## Student Concerns and Grievances

Bemidji State University is committed to the safety and equitable treatment of all members of the university community. The student complaint process outlined below is designed to ensure all concerns and complaints of members of our student body are handled in a prompt and fair manner.

Although we hope the vast majority of our students can complete their education without feeling that they have been treated in an unjust or inequitable manner, there will be instances where student complaints are warranted and we are here to help resolve these issues.

*BSU Policy Definitions*
**Grievance** – A written claim raised by a student alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of a

university rule/regulation or a Minnesota State Colleges and Universities (MnSCU) Board policy or procedure. A grievance may also be about issues of institutional or program quality such as Bemidji State University's compliance with HLC standards, or a claim of consumer fraud or deceptive trade practices.

**Complaint** – A claim by a student alleging improper, unfair or arbitrary treatment. A complaint may also be about issues of institutional or program quality such as Bemidji State University's compliance with HLC standards, or a claim of consumer fraud or deceptive trade practices.

**Appeal** – A request for reconsideration of a grievance application of a policy or procedure.

**Retaliation** – Retribution of any kind taken against a student for participating in a complaint or grievance.

**Student** – An individual student, a group of students, or the student government.

Policies that govern the student complaint processes can be found here. The Office of the Provost and Vice President for Academic and Student Affairs is available to advise and support students through the student complaint process.

### *Nursing Grievance Process*

The Nursing program takes student complaints seriously. Our goal is to ensure students have access to transparent, due process that leads to an appropriate resolution of the complaint in a timely manner. The Nursing program will follow BSU's policies with exceptions related directly to admission to the nursing program, safe patient care and professional behavior of a nurse.

Grievances and complaints related to Nursing policies or procedures will be heard by the department's Student Admission, Progression and Concerns Committee (SAP-C). Students with progression, policy, or procedure concerns must meet with their faculty advisor and submit a written grievance in a timely manner, using the process outlined below. SAP-C will post its meeting dates online to facilitate planning for timely submission.

Faculty have authority in the courses they teach regarding course content, assignments and evaluations and will make the final decisions regarding these items. Examples include redoing assignments, rescheduling exams, questions regarding an evaluation or points awarded, test questions, and late assignments. These and other matters directly related to the course or coursework should be resolved with the faculty member(s) and may not be appealed through the Nursing program. Students wanting to contest a grade should follow the Academic Grade Challenge Policy in the *BSU Student Handbook.*

The full grievance process will be as follows:

Student discusses the complaint with their faculty advisor.

If a Student Grievance Form is appropriate, it should be submitted to the Nursing Office. This form can be found at the Nursing website on the Student Handbook page. The submission should include: (a) description of the concern in 500 words or less, (b) steps taken to resolve the concern, and (c) any documentation necessary to support the outcome being sought

(catalog description, course syllabus, handbook, Nursing website, etc.).

⬇

The Student Grievance Form must be submitted within the first two weeks after receiving the decision/situation being grieved.

Grievances filed during summer session will be reviewed as determined necessary by the Senior Nurse Administrator, Department Chair, or SAP-C chair.

⬇

A review of the grievance by the SAP-C committee will occur at the next scheduled meeting after the grievance has been submitted. If a student would like to present their grievance in person, they must email the SAP-C chair to request an appointment time with the SAP-C committee. A student choosing to attend the meeting will have five minutes during the meeting to present the grievance. The student will receive a formal response with the committee's decision within six weeks of the meeting. The student's advisor, the department chair, and the dean will receive a copy of the committee's decision, and a copy will be placed in the departmental student file.

⬇

If the student still has concerns regarding the grievance after the SAP-C committee has made its decision, the student may appeal the decision to the Senior Nurse Administrator. The Senior Nurse Administrator is the final step in the appeal process.

Approved 1/5/18 Revised 5/22, 5/25
Reviewed 5/19, 5/20, 5/21

## Course Substitutions

Course substitutions are not permitted for nursing (NRSG) courses. Requests for course substitution and transfer equivalency for non-nursing courses will be processed according to the BSU process: http://www.bemidjistate.edu/mybsu/degrees/course-substitutions/.

Transfer equivalency requests for prerequisite courses must be formally approved by the Nursing program before the nursing application is submitted. It is the student's responsibility to discuss any anticipated requests with their advisor.

Revised: 6/17, 5/19, 5/21
Reviewed: 5/20, 5/21, 5/25

## Course Policies

1. Active and relevant participation is expected by all students to make the course a success.
2. Test information and review:
    a. Individual faculty will determine review of tests and final exams.
    b. Item analysis will be completed by the instructors and addressed with the class as determined by the instructors.

c. Any questions regarding individual test items should be submitted via email to the instructor.

3. Students are expected to check email daily as well as the D2L Brightspace course site for any class updates or postings. Many course materials will be provided in D2L for printing rather than as handouts in class. Students are responsible for all information posted in the D2L Brightspace course site, announced in class, and/or Bemidji State University email.

4. Any student who, because of a disability, may require special arrangements to complete course requirements should contact the instructor as soon as possible to make the necessary accommodations.

Revised 5/18, 5/21, 5/25

# Appendix

| **Baccalaureate Essentials Assignment Table: RN-BS Program** | | | |
|---|---|---|---|
| **Essential** | **Course to demonstrate RN Completion** | **Assignment descriptions RN Completion** | **Standard (expected outcome)** |
| Domain 1 **Knowledge for Nursing Practice** | | | |
| Domain 2 **Person-Centered Care** | | | |
| Domain 3 **Population Health** | | | |

| | | | |
|---|---|---|---|
| Domain 4<br>**Scholarship for Nursing Discipline** | | | |
| Domain 5<br>**Quality and Safety** | | | |
| Domain 6<br>**Interprofessional Partnerships** | | | |
| Domain 7<br>**Systems-Based Practice** | | | |
| Domain 8<br>**Informatics and Healthcare Technologies** | | | |
| Domain 9<br>**Professionalism** | | | |

| Domain 10 **Personal, Professional, and Leadership Development** | | | |
| --- | --- | --- | --- |
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Revised 7/7/14, 4/17, 5/18, 7/19, 5/21, 5/25 Reviewed 3/16

## Student Receipt and Acknowledgement

This handbook is neither a contract nor an offer to make a contract. The information enclosed is provided solely for the convenience of the students and readers.

The information in this Nursing Student Handbook is current as of the time of publication. However, policies are subject to change between editions. The Nursing program reserves the right to make changes at any time with respect to course offerings, degree requirements, services, policies, or any other subject addressed in this document. Amendments may be added as deemed necessary. Any revisions will take priority over the contents of this edition and will be communicated to students and effective immediately.

This handbook supersedes all previous versions of the *Student Resource Manual/Nursing Student Handbook*. Students are accountable for familiarizing themselves with its contents and for compliance with the policies and procedures contained within.