ACADEMIC POLICIES AND REGULATIONS - GRADUATE NURSING

All graduate students in nursing are responsible for being familiar with the policies and procedures of the Graduate Nursing Program at the College of St. Benedict, in partnership with St. John's University.

Link to student handbook on website: https://www.csbsju.edu/graduate-nursing-programs/student-handbook/

Standards and Laws Guiding the Graduate Nursing Program

The graduate program in nursing adheres to standards, laws, and regulations that guide advanced nursing practice. Students enrolled in the graduate programs are expected to adhere to each of these standards and laws. If a student is not able to meet or maintain the graduate program's professional standards or regulations outlined above, the nursing student may be dismissed from the program.

- American Association of Colleges of Nursing Essentials: Core Competencies for Professional Nursing Education (AACN, 2021)
- American Nurses' Association Nursing: Scope and Standards of Practice, 4th Edition (ANA, 2025)
- American Nurses' Association Code of Ethics (ANA, 2025)
- Minnesota Nurse Practice Act (https://mn.gov/boards/nursing/laws-and-rules/nurse-practice-act/)
- For nurse educator/leadership MSN students: National League for Nursing Core Competencies of Nurse Educators (NLN, 2018)
- For nurse educator/leadership MSN students: Association of Nurse Leader Nurse Executive Competencies (AONL, 2015)
- For nurse practitioner students: National Organization of Nurse Practitioner Faculties Competencies (NONPF, 2017)

Faculty and students in the graduate program must maintain an unencumbered active license as a registered nurse in the State of Minnesota. Students must hold a valid license at admission and throughout their enrollment in the graduate program. Student failing to comply with the regulations set for in by the Minnesota Board of Nursing will be subject to dismissal from the graduate nursing program.

Program Accreditation and Registration

The Department of Nursing adheres to the expectations of program accreditation and regulation. Programs are reviewed on a regular schedule (annually and every 5 or 10 years upon accreditation renewal).

Higher Learning Commission

The Higher Learning Commission (HLC) serves as the accreditor to CSB/SJU. HLC reviewed and approved the graduate programs in nursing on July 16, 2021.

Commission on Collegiate Nursing Education

The baccalaureate degree program in nursing and the doctor of nursing practice program is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. The Department of Nursing holds membership in the American Association of Colleges of Nursing (AACN).

NLN Commission for Nursing Education Accreditation

The master of science program in nursing is pre-accredited by the NLN Commission for Nursing Education Accreditation, 2600 Virginia Avenue, NW, Eighth Floor, Washington, DC 20037. The nursing department is following the expected timeline and requirements for initial accreditation for the MSN program. Pre-accreditation status was obtained in February, 2024.

Minnesota Board of Nursing

The Department of Nursing and its programs are approved by the Minnesota Board of Nursing. The most recent approval occurred in 2017 for the baccalaureate and 2021 for the DNP-Family Nurse Practitioner program.

Compliance with Federal Regulation 34 CFR 668.43

Pursuant to Federal Regulation 34 CFR 668.43 (a) (5) (v), CSB/SJU nursing graduates, upon completion of the curriculum, meet educational requirements necessary to be eligible for licensure in all fifty of the United States.

Admission to the Program

All applicants (MSN and DNP) must provide proof that they have earned:

1. A baccalaureate nursing degree from a CCNE, CNEA, or ACEN-accredited program. Applicants completing a baccalaureate degree during the application process must successfully complete the baccalaureate degree prior to the start of the graduate program.
2. A cumulative grade point average (GPA) of 3.0 or higher on a 4.0 scale.
3. A current, unencumbered RN license with registration in the state of Minnesota.
4. It is recommended applicants have successfully completed an inferential statistics course prior to application.
5. Drug/alcohol screening and other compliance items are also required prior to admission.

In addition, the following program tracks have additional admission requirements.

Specific Requirements for DNP-FNP Applicants

1. Must hold an unencumbered RN licensure and be registered in the state where clinical experiences will occur.
2. Must have at least 1 year of work experience as an RN prior to beginning clinical practicum coursework. It is preferred to have 2 or more years upon application.

Specific Requirements for DNP-Leadership (BSN to DNP or MSN to DNP) Applicants

1. It is preferred to have 1 year of leadership experience prior to application.

Applicants with educational preparation outside of the United States must contact the Graduate Program Chair for additional requirements.

Application Process

Applicants are to use the Nursing CAS system and reach out to CSB +SJU Admissions Office for a link to the application site and specific

instructions on submitting materials. Official transcripts are required from all post-secondary institutions attended.

Review of priority applications begins with those applications received by January 1, for Fall Semester start and May 1, for Spring Semester start, after which acceptances occur on a rolling basis, until the available space is filled. Applicants who meet the January 1st and May 1st priority review dates have a greater probability of being admitted. To be considered in the January or May1 priority review groups, all parts of the application must be fully completed and submitted prior to 11:59 PM CST on January 1 or May 1.

Applicants are responsible for assuring that all application materials have been fully submitted by the deadline, including transcripts, letters of recommendation, and essay submissions. Any materials not received by the deadline cannot be considered during the priority application review.

Applicants providing false or inaccurate information may be subject to disciplinary actions, including revocation of acceptance, expulsion from the program, and/or revocation of course credit or degree.

For eligible applicants, a holistic review process is used. This review includes:

- Essays focusing on goals, purpose, and potential candidate success indicators.
- Experience and education documented in a current resume or curriculum vitae.
- Letters of reference from academic or professional associates. The letters must speak to the applicant's potential for success in graduate education. One of the letters must be written by an academic or professional associate who holds a master's degree or higher.

Transcript Evaluation for Transfer Credits

Transcripts that are submitted for consideration of transfer credits will be evaluated by the Graduate Program Chair. The Graduate Program Chair holds the authority and full discretion to approve up to six credits (or the equivalent) to be applied toward the graduate program. Eligible courses must meet the following criteria:

1. Graduate level course designation (400 or higher).
2. Completed at an accredited post-secondary institution.
3. Posted final grade of B or higher. Courses posted as pass/fail or audited are NOT eligible.
4. Content of the course does NOT fulfill the program requirement for pathophysiology, pharmacology, advanced pharmacology, health assessment, or any clinical hours. Courses under these topics are NOT eligible for transfer credit approval.

Transcript Evaluation Gap Analysis for Post-Master's Students

This policy is related to students who hold a master's degree in nursing and request transfer of master's-level coursework toward the doctoral degree (DNP). The purpose of the transcript evaluation gap analysis is to ensure the appropriate foundation for the doctoral degree and to identify any gaps that must be completed to achieve the competencies for the DNP and to assure the student is able to meet all criteria for graduation and certification/licensure as appropriate. The Graduate Nursing Chair will be responsible for completing the gap analysis.

1. Student requests a gap analysis.
2. Student provides official transcripts of undergraduate and graduate coursework. Courses are only considered to be applied with/if:
   a. Graduate level course designation (400 or higher).
   b. Completed at an accredited post-secondary institution.
   c. Posted final grade of B or higher. Courses posted as pass/fail or audited are NOT eligible.
3. Student provides course descriptions and syllabi for courses to be considered.
4. The Graduate Program Chair reviews gap analysis findings with the student. Discussion ensues between the Graduate Program Chair and student about which courses meet the criteria and will be applied for transfer of credit.
5. An academic plan is developed and finalized by the Graduate Program Chair.
6. Transfer credits then appear in the action column of the transcript. Transfer credits will not be calculated into the student's GPA.

Acceptance

Students will be notified by email upon acceptance to the program. Upon acceptance, students are required to successfully complete a background study, provide documentation of required immunizations, and provide documentation of current CPR certification. Updates to RN licensure or other documents will also be needed prior to starting clinical experiences.

Conditional Acceptance

For new baccalaureate graduates, acceptance will be conditional pending licensure by the end of the summer semester. For all students, acceptance will be conditional upon successful completion of background study, completed health form and immunization documentation, drug and alcohol screen, providing current CPR certification, and RN licensure documentation. For FNP students, this must be a Minnesota RN licensure.

Deferral of Acceptance Because of the competitive nature of admission, students who are accepted to the graduate program but wish to defer will be required to reapply to the graduate program the following year and be considered a new applicant or approval received from the graduate nursing chair.

Clinical Experience

Students participating in clinical experiences are representing the College of St. Benedict and St. John's University and are expected to adhere to all clinical requirements and expectations for professional advanced nursing practice and performance.

In addition, the Graduate Nursing Program reserves the right to require a student to undergo professional evaluation regarding personal health issues as a condition of continued enrollment in the major. The student will be responsible for any diagnostic or treatment costs. Optimal management of health is encouraged. In the event of diagnosed or undiagnosed health issues, the student will remain accountable to the expectations of the program and profession.

Clinical Compliance

Students participating in clinical experiences are representing the College of St. Benedict and are expected to adhere to all clinical requirements and expectations for professional advanced nursing practice and performance. In addition, the Graduate Nursing Program reserves the right to require a student to undergo professional evaluation regarding

personal health issues as a condition of continued enrollment in the program. The student will be responsible for any diagnostic or treatment costs. Optimal management of health is encouraged. In the event of diagnosed or undiagnosed health issues, the student will remain accountable to the expectations of the program and profession.

Adherence to clinical requirements is essential for progression in the graduate nursing program. Students who do not adhere to these requirements will be subject to disciplinary action (see Disciplinary Policies). Students will be responsible for maintaining records needed to comply with contractual requirements of clinical facilities and supply these facilities with copies of all required documentation when requested. Clinical requirements include, but are not limited to:

CPR Certification

Current CPR certification from the American Heart Association-Healthcare Professional BLS Provider is required. Recertification must occur prior to expiration.

Registered Nurse Licensure

All students must submit evidence of a current, unencumbered RN license and be registered in the state of Minnesota prior to the start of the first graduate course. Students must also provide evidence of a current Registered Nursing license in the state where clinical experiences are completed. Updates to the licensure must be provided to the Graduate Program Chair upon renewal.

RN Clinical Practice Hour Documentation

DNP-FNP students must submit evidence of a minimum of 2000 practice hours as a Registered Nurse to the Graduate Nursing Chair prior to enrolling in APN I and Clinical Practicum I courses.

Malpractice Insurance

Malpractice insurance is required for DNP-FNP track students prior to the start of the first clinical rotation. Evidence of insurance must be submitted to the Nursing Department prior to the start of the first clinical experience. Failure to submit malpractice insurance will delay any clinical experiences until the insurance evidence is received.

Health Screening

Students are required to provide clearance by a health care provider upon acceptance to the program, including a current physical examination. Students must report any significant changes in their health status to the Department of Nursing as they arise. The Graduate Nursing Chair reserves the right to require a health care provider's statement approving a student's return to course/clinical activities.

Tuberculin Testing

Tuberculosis screening is required annually through a tuberculin skin test (TST) or a QuantiFERON blood test. Students who have a positive TST will need to provide proof of a negative chest x-ray (CXR) and then will need to repeat the CXR if they experience symptoms of tuberculosis. A screening questionnaire for active disease completed by a health care provider will be required annually. Proof of absence of active TB must be submitted to the Department of Nursing annually. Clinical circumstances or international travel may require more frequent testing as defined by the Centers for Disease Control or clinical placement sites. If the TST is contraindicated, then the student must provide evidence of a negative CXR and will need to repeat the CXR if they experience symptoms of tuberculosis. A screening questionnaire for active disease completed by a health care provider will be required annually.

Proof of Vaccinations

The following immunizations will be required for all students accepted to the program: MMR vaccine series completed or titer, Tdap booster administered after age 11 and TD booster every 10 years, HepB (completed three-dose series OR first dose administered by final acceptance to the program with completion of series within 6 months), varicella vaccine or titer, influenza (annual) or declination, other vaccines may be required as directed by clinical placement facilities.

Criminal Background Study

A criminal background study is required for all nursing students to verify that the student can provide direct patient care. Students who are not cleared will be restricted from participation in clinical activities.

Urine Drug Screen

Students must provide documentation of a witnessed negative 7-panel urine drug and alcohol screen within the time frame and by the deadline specified. The 7-panel drug screen and alcohol screen must include: amphetamines, cannabinoids, cocaine, phencyclidine, opiates, barbiturates, benzodiazepines, plus alcohol with adulterants testing. No online or mail-in drug screen testing will be accepted. Results must come directly to the Department of Nursing. Student may be subject to random urine drug testing at any time to remain in compliance with clinical agency requirements. Students bear the cost of the screening. A positive result for the drug and alcohol screen will result in implementation of institutional policies. According to these policies, a student who is experiencing health issues associated with the use of chemicals may be required to undergo professional evaluation and treatment (at the student's expense) for continuing enrollment. Testing positive for illegal substances will result in a report to the Minnesota Board of Nursing and to other relevant Boards of Nursing as indicated by the student's current practice. A positive urine drug and alcohol screen may result in the inability to complete the clinical requirement of courses and may subsequently affect progression through the graduate nursing program.

Preceptor Guidelines

Preceptor Qualifications

Preceptors must be qualified (academically and experientially) to facilitate learning. For DNP clinical courses, the DNP preceptor is an important mentor who provides guidance throughout the practicum experience.

For DNP Leadership students:

You should carefully select a preceptor who has knowledge and expertise in your area of interest. DNP preceptors must be individuals who hold a doctorate such as a DNP, PhD, DNS, EdD, MD, DO, etc.

For the DNP-Family Nurse Practitioner students:

Preceptors must have the academic credentials, professional experience, ability for students to meet the learning outcomes at the placement site, and willingness to mentor a student in the DNP program. At a minimum, preceptors must have a graduate degree aligned with the program for which they are precepting and 1 year of practice experience in the professional role. DNP-Family Nurse Practitioner preceptors can be a NP, PA, Certified Nurse Midwife or a physician.

For MSN track students:

You should carefully select a preceptor who has knowledge and expertise in your area of interest. MSN preceptors must be individuals who hold are a licensed registered nurse who holds a graduate level degree such as an MSN, DNP, PhD, etc.

Preceptors must have a current, unrestricted nursing or medical license in the state where the practicum will take place. The preceptor must also have at least one year of practice experience. A preceptor may supervise only one DNP student at a time.

A preceptor may supervise two students during the same session only if each student's practicum hours are scheduled on different days. If the practicum site is agreeable, your preceptor does not necessarily need to be employed by your practicum site. However, if the preceptor is not employed at your practicum site, you will be required to have an individual with a minimum of a master's degree at the site who supports your project and can help regarding knowledge of the organization and key stakeholders. Depending on student learning needs, more than one preceptor may be used for a practicum site. The use of multiple preceptors must be communicated to your faculty. Ensure you provide the CV for your preceptor(s) to the instructor within each of your project and practicum courses. DNP-FNP preceptors will also be required to submit additional documentation including their current license and certification.

NOTE: Preceptors cannot be a family member, relative or friend. Preceptors/mentors cannot be responsible for supervision of the student as an employee; the student cannot be responsible for supervising the preceptor/mentor in the workplace.

Preceptor Selection, Orientation, and Evaluation (Criterion I.K)

Recruitment and selection of preceptors is based on their academic credentials, professional experience, ability for students to meet the learning outcomes at the placement site, and willingness to mentor a student in the DNP program. At a minimum, preceptors must have a graduate degree aligned with the program for which they are precepting and 1 year of practice experience in the professional role.

The Graduate Nursing Chair will assure that appropriate clinical contracts are in place prior to the student initiating the precepted experience. For students assigned to CentraCare, priority will be given to students who are current employees of the organization and have a minimum of 2 years of professional experience as a registered nurse prior to entering the program. Students assigned to clinical facilities outside of CentraCare will be assigned based on their professional experience, learning needs and location.

Orientation for preceptors will occur in each precepted course and be conducted by the course faculty and/or the program director. Within the first 3 weeks of the term, course faculty will arrange for a meeting with the preceptor and student to discuss the course expectations, student expectations, and preceptor expectations. Each preceptor will be provided with a copy of the preceptor handbook during orientation. A minimum of 2 visits will be completed each semester between the student, faculty, and site preceptor. These visits will be conducted virtually or in person depending on student needs and location.

Evaluation of preceptors will occur at the end of each course. Students will provide feedback on preceptor effectiveness using the designated evaluation form.

Preceptor Policies and Procedures-DNP-FNP students:

Link to preceptor handbook: https://www.csbsju.edu/graduate-nursing-programs/preceptor-handbook/

1. Definition: The Graduate Preceptor Program at the College of St. Benedict (CSB) is a component of the Graduate Nursing Program that includes a teaching strategy designed to provide students with learning experiences that are guided by a Primary Health Care Provider with a family/across the lifespan focus. For the specialty care rotations, the preceptor must be an expert in his or her area of specialty practice.
2. Selection of Preceptors< >A preceptor must have:{C}A current license to practice in the state of Minnesota either as a physician, physician assistant, certified nurse midwife, or as a nurse practitioner.
3. At least one year of clinical experience either as a physician, physician assistant, certified nurse midwife, or as a nurse practitioner.
4. In a group practice, any other provider participating in supervision of the student must also meet the same qualifications regarding education and clinical experience.< >With the advance permission of the clinical instructor, a relief preceptor, who meets the qualifications specified by CSB Nursing Department, shall be available on the designated preceptor's days off to:{C}Ensure continuity of the student's precepted learning experience.
5. Ensure that a preceptor is present and available on the patient care unit at all times while the student is providing care/nursing services.

- Students shall be enrolled in the designated CSB course in which he/she is assigned to a preceptor and will not be compensated by the clinical facility where the clinical rotation occurs.
- Over the course of the program, the student must complete a minimum of 120 hours with a nurse practitioner.
- The Preceptor Program files shall be kept in the CSB Nursing Department office and includes the following information for the designated semester/year assigned:
  a. Dates of preceptorship
  b. Preceptor's name
  c. Preceptor's current licenses
- Preceptor responsibilities (as designated by the assigned course)
- Preceptorship Orientation
  a. The Preceptor Handbook orients preceptors and serves as the written guidelines regarding the program, courses, role, and responsibilities of Nursing Faculty (Course faculty, Clinical faculty), Preceptor, and Student and the required forms.
  b. The Preceptor Handbook and syllabus are kept on file in the Nursing Department for all graduate clinical courses.
  c. Clinical faculty orient the preceptor to ensure adequate identification of performance expectations and goals/objectives for the students' learning experience.
  d. Faculty/Graduate Student ratio shall not exceed 1:6.

Tips for the Preceptor

As the preceptor, you are the main source of experienced information for the student. It is not uncommon for you to want to explain everything there is to know about the patients, procedures, medications, patient care systems, etc. In addition to role modeling advanced nursing practice for the student, the following tips may help you to maximize the learning experience.

1. Be patient. What seems like simple for the experienced practitioner can be quite a challenge for beginning FNP students.

2. Keep your hands behind your back and lips sealed. Allow the student to make the decisions as you watch, unless he/she is proceeding in an unsafe manner.
3. Use guided questioning with the student, allowing the student to give the rationale for an action. Talk the student through decisions and procedures, and ask them how they would complete the task or complete the clinical decision making. This helps them develop their critical thinking ability.
4. Do not be too quick to give the students answers to their questions (unless it is a life- threatening situation); instead, help them to develop their clinical reasoning skills.
5. Review the course objectives for each course and help the student seek appropriate clinical skills/experiences. Each student clinical experience is unique and not all students have had the opportunity to perform every advanced nursing procedure.
6. Encourage the student to communicate patient status and needs with you.
7. Have the student document in the patient record.
8. Provide plenty of verbal feedback, both positive and negative. Most students want to be told if they have done something wrong in order to learn the correct process. A good practice is to provide to positive items of feedback prior to providing constructive feedback.
9. Complete the student evaluation; the evaluation is a written report of student performance. It will be used in conjunction with the Clinical Instructor's evaluation and other assignments to determine the student's final grade (see forms).
10. Enjoy the experience. You have an excited student with a strong desire to learn and help you.

Roles and Responsibilities

Graduate Nursing Student

The Students are responsible for being self#directed in identifying initial and ongoing learning needs, for seeking learning opportunities to meet identified needs, and for being accountable for their performance in advanced practice nursing.

The Student responsibilities include:

1. Provide the preceptor with the preceptor handbook
2. Present the preceptor with a copy of the student's resume and clinical objectives
3. Review the clinical objectives and negotiate clinical schedule with the preceptor prior to actual clinical experience
4. Maintain a clinical log online through Typhon Group Software For NP clinical
5. Track clinical hours in Typhon and have all clinical hours verified by the preceptor using the Clinical Hour Verification form. Clinical hours should be initialed by the preceptor at the end of each clinical day.
6. Demonstrate progressive independence and competency in the advanced practice role in accordance with one's academic progression
7. Arrive at clinical sites on time and prepared to perform in accordance with the assigned learning activities in accordance with the course
8. Perform the advanced practice role under the supervision of the preceptor recognizing the limitations of educational preparation and complying with professional standards, clinical site policies, and advanced practice protocols
9. Demonstrate Professional behavior of the advanced practice nurse and demonstrate accountability for thoroughness and timeliness in completing assigned role responsibilities
10. Actively seek input into the evaluation process and participate in self-evaluation of strengths and identified areas for professional growth with preceptor and clinical faculty .
11. Contact clinical faculty if faculty assistance is necessary
12. Respect patient confidentiality and HIPPA laws at all times during the clinical experience
13. Complete preceptor and clinical site evaluations at the end of the clinical rotation
14. Ensure patient safety
15. Seek guidance from preceptor and clinical faculty

(Adapted from Georgetown University AG-ACNP/CNS Preceptor Handbook, 2013)

Clinical Faculty

1. Collaborates with the Graduate Nursing Student and the Preceptor to ensure adequate identification of performance expectations and goals/objectives for the student's learning experience.
2. This includes assisting with the assessment, planning, implementation, and evaluation of the student's learning experience.
3. Provides guidance and learning materials or tools to assist in identifying and meeting the student's learning needs and clinical outcomes
4. Serves as a resource to the Graduate Nursing Student and to the Preceptor; assisting as needed with the implementation of an action plan to address identified areas for improvement of the student's performance.
5. Provides reliable contact information to preceptors and students. Maintains availability by phone with prompt response to messages.
6. Performs site visits to evaluate both clinical placement sites and student performance.
7. Provides feedback and assigns grades for all required written assignments and on campus conference participation/performance.
8. Helps to navigate the preceptor/student clinical relationship.
9. Serves as an advocate for the student to ensure learning outcomes are met
10. Completes student's evaluation with input from the Preceptor and the graduate nursing student.

Preceptor

The preceptor serves as a mentor to the students. The preceptor will support students by:

1. Assist the student by arranging opportunities and resources to obtain learning experiences appropriate to the course and individual learning **objectives**.
2. Assign patients as appropriate to the daily or course objectives.
3. Assign patients consistent with the education and experience level of the student.
4. Enable The student to perform comprehensive and focused history and physical exams, rechecking any history or physical assessment, as necessary.
5. Guide the student in developing appropriate patient management plans including pharmacologic and non-#pharmacologic management
6. Guide the student to develop differential diagnosis for patients
7. Encourage the student to investigate and participate in clinical inquiry or research.
8. Contact the clinical faculty advisor if any problems arise.

9. Complete the student evaluation at mid-# Semester , term and upon completion of the clinical experience. Verify Clinical hours at the end of each clinical day by signing the Clinical Hour Verification form and Complete Preceptor Evaluation of Preceptor Experience at the end of the semester.

(Adapted from Georgetown University AGACNP/CNS Preceptor Handbook, 2013 and California State University Preceptor Handbook 2022)

Professionalism/Clinical Performance

Students are expected to adhere to professional behaviors in all course and clinical-related contexts and activities. Professionalism is illustrated in the ANA Scope and Standards of Practice and the ANA Code of Ethics. Students who do not adhere to the professional practice, performance standards, and ethics are subject to disciplinary policies. Examples of professional behaviors include but are not limited to:

1. Provides safe nursing care during clinical experiences.
2. Punctual, attendance within expectations, reliable and dependable.
3. Completes tasks and assignments on time, with minimal supervision.
4. Demonstrates application of theoretical knowledge to clinical setting.
5. Verbal and non-verbal communication is professional.
6. Responsive to communication cues with appropriate situational adjustments.
7. Documentation is professional, legible, and complete.
8. Listens actively, courteous, polite, compassionate, supportive, reassuring.
9. Demonstrates sound judgment and clinical decision#making, able to set priorities.
10. Responds appropriately to the emotional response of self, patients, and/or family.
11. Demonstrates awareness of strengths and limitations.
12. Seeks assistance in evaluating practice when appropriate.
13. Accepts constructive feedback in a positive manner.
14. Takes initiative to improve and/or correct behavior.
15. Intervenes appropriately before issues become problems.
16. Demonstrates thoughtful self#reflection, remains flexible and open to change.
17. Collegial and collaborative.
18. Maintains appropriate professional boundaries.
19. Trustworthy, honest, respectful.
20. Demonstrates sensitivity to vulnerable and/or diverse individuals and/or populations.
21. Advocates for patient and family.

Academic Policies

Academic Integrity

The Department of Nursing adheres to the CSB and SJU Policy on Academic Misconduct (https://catalog.csbsju.edu/catalog/academic-programs-policies-regulations/rights-responsibilities/#academicstext). The nursing faculty take cases of academic misconduct very seriously, including evidence of cheating, plagiarism, lying, falsifying records or scholarly work, or other acts determined to fit under the college's definition. Nursing faculty will follow the procedures outlined in the most recent Academic Catalog if academic misconduct is suspected.

Authenticity and Turnitin

Turnitin may be used by the graduate nursing program to determine authenticity of student work. Turnitin is embedded in Canvas and students are expected to submit draft work to Turnitin to detect plagiarism, when requested by faculty. Faculty are to review Turnitin results and report evidence of academic misconduct. Any evidence of misconduct determined using Turnitin or through other means will be subject to Academic Integrity Policies as found in the Academic Catalog.

Access to the Learning Management System (Canvas)

Students will have full access to the learning management system at least 3 days before the start of the term. Student access to current courses in Canvas will be removed at the conclusion of the course and once grades are posted. It is the sole responsibility of each student and faculty member to keep copies of all files uploaded to the online learning management system. The College/University is not responsible for making course content or files submitted to the online learning management system available to students or faculty members past course completion and closure.

Accommodation Statement

The graduate nursing program is committed to equal access for all persons in its programs, facilities, and employment. The College/University abides by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Minnesota Human Rights Act, and other applicable statutes and regulations relating to equality of opportunity.

The student must request of the faculty any needed accommodations by the first day of class. Such requests need to be verified by Student Accessibility Services. Every effort will be made to provide the requested accommodations.

Appearance/Dress Code

There is no established dress code for regular classroom attendance of courses in the Department of Nursing. Professionalism is expected. In clinical areas, each student represents the professional standards of the Department. Therefore, general uniform standards must be followed in each clinical area, and specific codes must be followed to accommodate different institutional preferences. These requirements will be discussed with students prior to starting in the clinical areas. Students not in compliance or properly attired, may be sent off the clinical unit, which may negatively impact course completion.

Assignment Due Dates/Extensions/Late Submission

Assignment due dates are established in the course syllabus. Any assignment not submitted by the due date is considered late and is subject to point deductions per the faculty discretion. Students may request an extension in advance of the due date if a late submission is anticipated. Granting an extension is at the discretion of the instructor.

Attendance and Participation

Attendance and full participation in classroom (face-to-face and online), laboratory/simulation, and clinical experiences is expected. Most courses have an online (asynchronous) component and residency (face-to-face/synchronous) experiences. Some courses include laboratory simulated practice experiences and clinical performance expectations. Students are expected to be fully engaged in all modes of learning. A student who fails to demonstrate an adequate level of participation in a course will be evaluated accordingly and may receive a failing grade.

Absence must be communicated, and clinical absences must be made up. Absence is defined as not meeting academic obligations, including failing to participate in an online discussion or other online requirement, attend class, simulation experiences, or clinical experiences. Students must notify the faculty of any absence that would impact their ability to meet the course expectations. Students are required to attend all clinical experiences as scheduled. Clinical hours are mandatory so all missed clinical experiences must be made up. The student will be responsible for notifying the course faculty and clinical preceptor for any absence. The faculty will work with the student, but it is the student's responsibility to arrange for clinical make up as appropriate. The student may be required to pay a fee for clinical make up. Students must appropriately plan for the time and rigor of clinical experiences. Students should anticipate completing 8-16 clinical hours a week once they start in their clinical practicum courses. Adjusting work and home schedules will be necessary to fulfill the clinical hour expectations. If for any reason, the student is unable to make up clinical experiences, the student will receive a failing grade for the course. *Students who are unable to participate in the course, including online, face-to-face, or precepted clinical experiences for 2 weeks or more will be automatically and administratively withdrawn from the course*.

Students are expected to engage in online courses on a regular and substantive basis. Regular engagement entails accessing and establishing presence in the online classroom at least 3 times during the calendar week. Students should check their email and course modules at least 3 times (preferably more) throughout the week. Substantive participation involves integration of the course learning materials into original analyses, robust participation in discussions, advancing what is written by peers and supporting this with scholarly sources, and responding fully to faculty questions. Most weeks in the online environment will include an online discussion. During discussions, students are expected to complete a main post and 2 peer responses on the due dates published in the course. Rubrics are provided and should be reviewed prior to submitting discussion posts to assure the student understands the evaluation criteria. Discussions require students are present in the discussion on 3 separate days. Student are expected to engage with peers in a collegial manner, respectfully advancing learning and appropriately citing sources using APA format (7th edition).

A student who fails to demonstrate an adequate level of participation in a course will be evaluated accordingly and may receive a failing grade. *Students will be administratively withdrawn from a course if they do not demonstrate participation over a 2-week period, are unresponsive to instructor inquiries, fail to notify the College of their intent to withdraw, or fail to pass at least one course in a term. Lack of adequate participation leading to administrative withdrawal can lead to the requirement for the return of federal financial aid previously awarded to the student. Students are responsible for pay for any outstanding balance created by return of federal student aid funds.*

Course Access and Federal Financial Aid

In accordance with the U.S. Department of Education's guidance regarding regular, substantive class participation, CSB+SJU requires that all students must access the course within the first 5 calendar days of the course AND submit their required Week 1 assignments within each course during the first 7 calendar days. Students who fail to log-in and access the course within the first 5 calendar days will be administratively withdrawn from the course. The online week begins on Monday (Day 1) and concludes on Sunday (Day 7). Students must access the course by the first Friday to maintain enrollment in the course. Students failing to submit Week 1 assignments by Day 7 must communicate the reason for the delay with the faculty member and determine a plan of action. Students who do not develop a reasonable plan for submitting Week 1 assignments by Day 7 will be withdrawn from the course. *Financial Aid cannot be released without class access and participation within the first 7 days of the term.*

Courses and Credits

Course Load Policy

Full-time status for graduate students is defined as enrollment in six or more credits per semester, typically taking two 3-credit courses. Part-time status is defined as enrollment in less than 6 credits per semester. The maximum course load is typically no more than 10 graduate level credits per semester. Students can request an overload to the maximum course load by emailing the Graduate Nursing Chair. A course overload will incur extra tuition costs.

Status	Min Credits	Max Credits
Full time (FT)	6	N/A
3/4 time (3Q)	4	5
Half time (HT)	3	3
Less than half time	0	2

Credit Hour/Time Requirement Policy

A semester contains 14.5 weeks of classes plus a 3-day final exam period. Each graduate full (three- credit) course includes, at a minimum, the equivalent of 80 instructional hours. Instructional hours for online courses (estimated at 5-6 hours per week for each course) include access to readings, videos, formulating discussion posts, and other activities. Instructional hours for face-to-face courses include actual time in class. In addition, students are expected to devote a minimum of 2 hours for every hour of "instructional" time. So, students can plan to devote up to 10 hours per week per course in homework related activities, such as completing assignments. These basic measures may be adjusted proportionately to reflect a modified academic calendar and/or format of study.

Practice Projects

Faculty supervised DNP or MSN projects require a minimum of 30 hours of documented coursework for each credit awarded. Students document project-related time, which is approved by the preceptor and by the faculty overseeing the course. The learning objectives and academic requirements for these courses are established in the course syllabus. Students may also generate independent learning goals that complement the course syllabus.

Clinical Practicums

Clinical practicums require a minimum of 120 hours for each credit awarded. Graduate nursing students should expect to have 10-20 hours onsite with their preceptor each week. The learning objectives and academic requirements are set by the course faculty and clinical site preceptor.

Variable Credit Courses

Some courses have a range of credits offered, depending upon accreditation or program requirements. For example, NRSG 580 is 1-2 credits. Instructions for students on how to register for the correct number of credits is found here (https://catalog.csbsju.edu/registration/instructions/).

Note: Variable credits, during registration, default to zero credit so all variable courses will need to have credits designated.

Grading Policy

Student performance is evaluated by qualified faculty and reflects achievement of expected student outcomes as defined in the syllabus. All faculty listed in the syllabus are qualified faculty (as documented by the Faculty Qualification Grid maintained by the chair of the graduate nursing program). In the event of a calculated score, faculty will round to the nearest whole number for the final course grade. (For example, if the final grade is 91.5%, this would be rounded to 92%; if the final grade is 91.49%, this would be rounded to 91%).

The graduate nursing grading scale is published in the course syllabus as follows:

Grade Disputes

Students have the right to appeal their final grade if they believe that they were not evaluated accurately and according to the standards put forth by the instructor in their syllabus or through other instructions. Being unsatisfied with your final grade is not grounds for an appeal, but rather you must demonstrate a reason as to why the grade should be different. Students should first talk to the instructor to gain clarification. If still unsatisfied, students appealing their grade should do so within 7 days of the final grade being posted. The procedures for grade appeals should follow the Academic Catalog/Academic Policies and Regulations/ Rights and Responsibilities/Student Right to Appeal. The levels of appeal include the Graduate Nursing Chair, then to the Academic Dean or Dean's designee.

Course and Instructor Feedback

Students will be provided the opportunity to provide anonymous course and instructor feedback for each course within the graduate program through a secure link. Access to the feedback tool will occur generally within the last 2 weeks of class. Faculty will not have access to student identities when receiving the aggregated data.

Progression

Program progression is dependent upon satisfactory academic performance, clinical performance, professional behaviors, and adherence to all policies and procedures outlined in this Handbook. Student performance will be monitored by the Graduate Nursing Chair. Concerns will be communicated to the student, course faculty, and student's advisor.

Satisfactory Academic Performance

Students must achieve a "C" or higher in each course AND maintain a cumulative grade point average of 3.0 AND remain in good academic standing to progress through the program.

A student whose cumulative grade point average falls below 3.0 or receives a grade less than "C" will be placed on academic probation (see Disciplinary Policies), which will remain in effect until graduation. Cumulative GPA will be tracked over subsequent semesters. At the conclusion of the any subsequent term, a student who does not achieve the required 3.0 cumulative GPA will be terminated from the program. For example, if the student obtains a 2.99 cumulative GPA in fall semester and remains 2.99 in the spring, this student will be terminated from the program.

Incomplete Grades

Students may request an Incomplete grade be applied to delay completion of coursework. Such extensions may not extend beyond the last day of finals (close) of the following term. For example, if the student is granted an Incomplete in Fall term, all coursework must be completed by the close of Spring term. Approvals to Incomplete requests and earlier limits to the deadline may be set at the discretion of the instructor. The instructor must report on the official grade roster the grade I, followed by the grade that the student will receive if the coursework is not complete by the end of the following semester (e.g., I/F, or I/C or I/B). That grade will be used in the computation of grade point averages until the incomplete is removed.

When coursework is received, the instructor will notify the Office of Student Records and Registration of the grade change from the I to the awarded grade. If the student does not complete the course requirements by the end of the following term, the provisional grade, which was assigned along with the I, will become a permanent part of the transcript.

Degree candidates are cautioned that failure to have all degree requirements satisfied (including removal of incomplete grades in courses needed for graduation) by the dates set by the Office of Student Records and Registration will necessarily postpone their graduation.

Progressing to the Next Term

Students are required to achieve a grade of "C" or higher in each graduate nursing course. Students may not progress into the next term until the course in which the "C" was obtained is successfully repeated. A student may continue into the next term if an incomplete is applied, and that student is likely to successfully complete coursework from the previous term. The exception to this is if the courses in the next term hold prerequisites that have not been met. Then the student with an Incomplete is not allowed to progress into courses where the prerequisite has not been completed.

Repeating a Course

Graduate nursing courses can be repeated one time. If the student repeats a course and again receives a grade less than a "C", the student will not be allowed to progress in the nursing graduate program and will be terminated from the program. A student is limited to no more than two course withdrawals (as noted with a W on the transcript) or retakes (or combination thereof) in graduate nursing courses.

Withdrawal/Leave of Absence/Return to the Program

In extraordinary circumstances, a student may need to withdraw from a course or from the program. A student is limited to no more than two individual course withdrawals throughout the program. A student who exceeds the two individual course withdrawals will be terminated from the program. Withdrawal deadlines are published by the Office of Student Records and Registration.

If a student requests to withdraw from the program, the decision must occur by week seven and a half (7.5) of the term. For example, if the student wishes to withdraw from the program during Fall term, the notification must occur within 7-1/2 weeks of the start of fall term. Beyond 7-1/2 weeks, the student must continue in the term and receive the awarded grade. Students who withdraw from the graduate nursing program **with or without** intent to return, must provide a formal written Withdrawal Notification to the Graduate Nursing Chair. Email will suffice as a formal written Withdrawal Notification. The maximum length for a leave of absence is one (1) year. Students wishing to continue progression in the graduate nursing program at the conclusion of a one

(1) year maximum leave of absence must notify the chair of the graduate nursing program of the intent to return no later than the first week of the preceding term. So, for example, if the student wishes to return fall term, then the student must notify the Graduate Nursing Chair by week one (1) of summer term. All leave of absence reinstatements and requirements for returning to the graduate nursing program will be made at the discretion of the Graduate Nursing Chair.

Students who choose to return beyond the one (1) year maximum or at any point in the future must reapply to the program and be accepted in order to continue; the student will be considered a new applicant using established acceptance procedures.

The Graduate Chair will complete the following form to notify the Office of Student Records and Registration of the program withdrawal: https://www.csbsju.edu/pages/registrar-online-forms

Time Requirements for Completion

All DNP-FNP or DNP-Leadership graduate students are required to complete the program within eight (8) years of the start date of the first course. So, for example, if a student takes their first course on August 25, 2024, they must complete all coursework and program requirements by August 24, 2032. All MSN-DNP or MSN graduate students are required to complete the program withing five (5) years of the start date of the first course. Extensions to these completion time restrictions may be granted by the Graduate Nursing Chair in extenuating circumstances.

Disciplinary Policies

Students failing to meet the academic and professional expectations outlined in this Handbook are subject to disciplinary proceedings. Students are responsible for reading, understanding, and asking questions about these policies prior to starting the program.The colleges have established probation and dismissal policies that are published each year in the Academic Catalog. These are the minimum criteria for all students at the colleges. However, professional expectations, including the safety of the public, demand that the graduate nursing program extend the minimum criteria set forth by the college.

Verbal/Written Warning

Students exhibiting minor, correctable, isolated unprofessional behaviors, are provided with a documented warning notification and constructive advice for modifying behavior(s) to meet professional standards. The faculty will utilize the Notice of Disciplinary Procedure form and submit this to the chair of the APR Committee, Office Manager, and the student. This does not require a student signature. This form should be placed in the student's file. The faculty initiating a minor correctable infraction warning will inform the Graduate Nursing Chair, faculty advisor, and as needed other nursing faculty teaching the student. The student is expected to modify the behavior accordingly. If the behavior is not modified or if new unprofessional behaviors arise, the instructor initiates LEVEL I or LEVEL II action.

Names of students receiving a documented warning are entered into the disciplinary procedure tracking document accessible only to faculty within the Department of Nursing. The student's name will be deleted from the tracking document upon graduation.

Level I Contract

Students exhibiting repeated or multiple, correctable minor unsatisfactory professional and/or personal behaviors, and/or academic performance issues, will require a Level I Contract.

The behaviors/performance(s) cited will be recorded on a Notice of Disciplinary Procedure form. The faculty or Graduate Nursing Chair will designate on the form that this is formal written notification, establish the explicit time frame, and establish conditions for Level I Contract completion. The form will be signed by the instructor, student, and Graduate Nursing Chair.

Student signature acknowledges receipt of the form.

Names of students receiving formal written notification are entered into the disciplinary procedure tracking document accessible only to faculty within the graduate nursing program. The student's name will be deleted from the tracking document upon graduation.

The instructor initiating the Level I Contract will inform the Graduate Nursing Chair, other faculty teaching in the relevant course(s), the student's faculty advisor, and the chair of the Admission, Progressions, and Recruitment (APR) Committee of the reason for and terms of the Level I Contract. The coordination and monitoring of the contract remain with the faculty member who initiated the contract. The APR Committee reviews student progression concerns monthly, including follow-up and recommendation to the involved faculty.

When the student has fulfilled the requirements of the Level I Contract, the initiating faculty will notify the student and relevant faculty of Level I Contract completion. A Disciplinary Action Follow-up Form must be completed and signed by all parties. A copy of the contract will be retained in the student's file until graduation.

Level II Probationary Contract

Students exhibiting more serious, repeated, or multiple unprofessional behaviors or those not corrected through the Level 1 Contract should be placed on a Level II Probationary Contract. The determination of the seriousness of the breech and placement on a Level II Probationary Contract is at the discretion of the faculty, APR committee chair, or the Graduate Nursing Chair.

The behaviors/performance(s) cited will be recorded on a Notice of Disciplinary Procedure form. The faculty initiating the contract will designate on the form that this is formal written notification, establish the explicit time frame, and establish conditions for Level II Probationary Contract completion.

Prior to meeting with the student, the faculty initiating the Probationary Contract should consult with the Graduate Nursing Chair, and APR chair with the completed Notification of Disciplinary Procedure form. The student's faculty advisor should also be notified. The chair of APR will notify the members of the APR committee for review of the situation/form to ensure consistency across cases and for adherence to department policy and procedures.

Students will be notified by the faculty member initiating the Probationary Contract through a verbal and written notification of the unsatisfactory behaviors using the above-mentioned Notice of Disciplinary Procedure form. Fulfillment of the terms of the probationary contract is essential for progression in the graduate nursing program. The coordination and monitoring of the probationary contract fall under the auspices of the APR committee chair, the Graduate Nursing Chair, and the faculty member who initiated the Probationary Contract.

The following individuals must be present at the time of review of the Probationary Contract: the faculty initiating the contract, chair of the APR committee, Graduate Nursing Chair, and the student. The student may request a representative or support person to be present. This

representative cannot be a nursing faculty member of CSB/SJU. The student may discuss the situation with his or her faculty advisor, but the advisor has no role in the disciplinary proceedings (see CSB/SJU Faculty Handbook 2.5.3 for faculty responsibilities related to advising). The graduate nursing faculty advisor may be the person initiating the disciplinary action pertaining to a student. At the discretion of the student and Graduate Nursing Chair, a new advisor may be assigned.

The probationary contract is signed by the faculty initiating the contract, student, and the Graduate Nursing Chair. The signature is an acknowledgement of receipt of the Probationary Contract by the student.

The original Probationary Contract is stored securely in the student file in the Department of Nursing and retained in the student's file until graduation. Copies of the Probationary Contract are provided to the student (in person or via certified mail, if needed) and the Graduate Nursing Chair will provide a copy to the Academic Dean and the Director of Academic Advising. The probationary contract information will be entered into the disciplinary procedure tracking document accessible only to faculty within the graduate nursing program. The student's name will be deleted from the tracking document upon graduation.

At the end of each semester, contracts will be reviewed by relevant course faculty, the Graduate Nursing Chair, and APR chair. Faculty will then determine if the student has met the contract terms and can be removed from the contract or if the contract should remain in force. When/if the student has fulfilled the requirements of the Level II Probationary Contract, the initiating faculty will notify the student, Graduate Nursing Chair, and relevant faculty of Level II Probationary Contract completion. Due to the serious nature of probationary contracts, it is likely that the contract will be in effect through graduation. A Disciplinary Action Follow-up Form must be completed and signed by all parties. A copy of the contract will be retained in student's file until graduation.

Implications While on Probation

During the probationary period, the student is not eligible to receive incomplete ("I") grades. Financial aid may be affected by academic standing; consultation with financial aid is recommended. Final grades and progress toward degree (credits earned versus attempted) will be reviewed at the end of the semester. If not in good standing at that time, students will be dismissed.

Termination

The Graduate Nursing Program reserves the right to take whatever actions deemed appropriate, including immediate dismissal from the program, if the student's performance or behavior is deemed particularly egregious.

In addition, the department reserves the right to dismiss students for failure to meet the terms of a Level II Probationary Contract; unsatisfactory academic standing; failure to comply with contractual requirements of clinical facilities; unsatisfactory progress towards the degree; or other reasons that significantly affect the health, safety, property, or welfare of the individual student, patients, healthcare agency, and/or healthcare agency staff.

If the chair of the graduate nursing program and involved course faculty deem that enough documented evidence exists to consider termination, the case will be referred to the APR committee for review. Depending on the circumstances of the situation, the student may be suspended from clinical activities while the case is under review. If a member of the APR committee is the advisor to the student, the advisor will be recused from deliberations.

The chair of the graduate nursing program will notify and consult with the Academic Dean and the Director of Academic Advising or Dean's designee about the case.

The Graduate Nursing Chair will meet with the student to formally notify the student of his or her rights, including the right to have an advocate present during the disciplinary process, and that the case has been referred to the APR committee for consideration of termination. The student's selected advocate cannot be a nursing faculty member of CSB/SJU. The student may discuss the situation with his or her faculty advisor, but the advisor has no role in the disciplinary proceedings (see CSB/SJU Faculty Handbook 2.5.3 for faculty responsibilities related to advising).

The chair of the APR committee will notify the student in writing that the committee has received a request for consideration of termination. To assure that the notification has been received, the letter can be sent via email with return receipt requested, or hand-delivered to the student with the student signing the original termination notice (filed in the Department of Nursing office) with date signifying receipt, or by certified mail. The APR chair will inform the student that he/she may submit written comments (within 48 hours) relevant to the allegations to the APR committee prior to deliberations. The APR committee recommends retention or termination of the student to the Graduate Nursing Chair.

An in-person meeting with the involved parties is conducted to relay the disciplinary decision. If the student is retained, he/she may be subject to a Probationary Contract. If a student is terminated, the decision will also be relayed in a letter of Notification of Disciplinary Decision provided to the student at the meeting. The appropriate academic officer(s) is also notified.

If the student is terminated from the program, fails to graduate, or withdraws from the major, the student's file shall be retained for five years and then confidentially disposed.

Appeal

Students have the right to appeal disciplinary actions in writing as directed by the CSB/SJU Academic Catalog. The student will be provided with the Right to Appeal Policy and Procedures by the Graduate Nursing Chair. The student will be asked to sign a copy of the appeal process to document his/her acknowledgement of this policy. A signed copy will be placed in the student's file in the Department of Nursing.

Students wishing to appeal a decision of the Admissions, Progressions, and Recruitment Committee (APR) of the Nursing Department must notify the Graduate Nursing Chair in writing within 48 hours of notification of the disciplinary decision. The chair of the graduate nursing program will then notify the Academic Dean of the student's intent to appeal and will provide any supporting materials requested by the Academic Dean and/or the student.

All documentation for appeal must be submitted to the Academic Dean in the Academic Affairs office in writing within seven (7) days of notification of termination or other disciplinary action or as agreed upon by the chair of the graduate nursing program and the student.

The final decision to uphold or overturn the Department of Nursing decision rests with the Academic Dean.

Reinstatement

Students terminated from the graduate nursing program for failing to meet the academic probationary contract are not eligible for reapplication or reinstatement to the program.

Determination of Student Location for Professional Licensure Programs

Purpose

This policy establishes how the College of Saint Benedict (CSB) and Saint John's University (SJU) determine the primary location of prospective and enrolled students in accordance with the state authorization requirements of 34 CFR § 600.9(c), the program participation agreement certification requirements of 34 CFR § 668.14(b), the professional licensure disclosure requirements of 34 CFR §668.43(a)(5)(v) and 668.43(c), the National Council for State Authorization Reciprocity Agreement (NC-SARA) (Manual 21.1), and other applicable requirements.

Federal regulations require that for programs leading to licensure, the CSB and SJU must certify that the program meets educational requirements for licensure where the institution is located and where distance education students are located. Additionally, the CSB and SJU must notify students if academic programs meet or do not meet the U.S. State or territory requirements for professional licensure or certification in the State in which they are located.

Scope

This policy applies to all CSB and SJU prospective and current students (US and International). This policy applies to students in all modalities including but not limited to students who are enrolled as full-time and part-time students.

Definitions

Student Type Definitions

- Admitted Student: A student who receives a letter of admission to CSB and SJU. The student is not yet considered a current student.
- Current Student: An individual who has been admitted and who has paid the tuition deposit and has not graduated or been discontinued or otherwise dismissed from CSB and SJU. Current students have the ability to enroll.
- Enrolled Student: A student who is registered for coursework in the current semester.
- Prospective Student: An individual who has submitted a complete college admissions application including all required documents for admission decision review and does not meet the definition of an admitted or current student.

Address Type Definitions

- Local: The address at which an enrolled student has identified as "a physical address, not on the CSB or SJU campuses, where the student puts their head down at night." A local address cannot be the same address as the Permanent/Home address.
- Mailing: The address at which a student has identified as the address where they will receive USPS mail. If a student does not indicate a mailing address at the time of application, the mailing address will be assigned the same address as indicated in the Permanent/Home Address.
- Permanent/Home Address: The address of the student designating their permanent principal home as provided to CSB and SJU on the application for admission or otherwise indicated in the student information system of record; it is the address where the student considers their permanent address and intends to stay or return to if the student is temporarily living at another address.

Determining Student Location

A student's location is determined in the following manner.

Undergraduate students

All students pursuing an undergraduate degree program are required to relocate to, or near , the CSB and SJU campuses to participate in face-to-face, non-distance education programs, so their location will be considered the state of Minnesota[BC5] [OT6] .

Graduate students

A prospective or admitted student's location is the state of the prospective student's residency at the time the student has applied for admission, intends to enroll and is then entered into the student information system. For students whose permanent address does not include a U.S. state or territory (e.g., students living outside the United States), their location will be considered the state of Minnesota.

A current or enrolled student's location is determined by the physical address where the student puts their head down at night. Priority of addresses from the student information system utilized in this determination are:

1. Residential, on-campus address
2. Local address
3. Permanent/Home address

For students whose permanent address does not include a U.S. state or territory (e.g., students living outside the United States), their location will be considered the state of Minnesota.

Procedure for Updating Student Location

Relocation during the course of a program

Licensing and authorization requirements can vary by State therefore any relocation by prospective and current students can impact their ability to continue a course, meet the eligibility requirements of that State, and/or receive financial aid funding. Any student considering relocation should consult with their program's department chair to check for authorization and licensure eligibility requirements. It is the student's responsibility to seek guidance on this issue prior to relocation.

On at least an annual basis, the Colleges will send a notice to current students to review current address information in the student information system, and if address updates are required, students will be required to submit the student change of address form available on the Office of Student Records and Registration online forms page available in my.csbsju.edu.

Reporting Student Location

When student location data is needed for data reporting purposes, such as reports required by the U.S. Department of Education or the National Council for State Authorization Reciprocity Agreements (NC-SARA), the

Colleges will follow the applicable reporting entity's rules for determining student location.

Additional Policies and Procedures

Complaint and Resolution Policy

As liberal arts institutions in the Benedictine tradition, CSB and SJU seeks to live the values of an engaged and transformative community, attentive listening, and respect for persons. We encourage students to address any concerns or issues they encounter as soon as possible. This policy provides a procedure to help ensure that the student is heard and a resolution can be identified. Should a complaint arise, the policy asks the parties involved to first use an informal resolution process to attempt to settle the alleged disagreement or violation within the department or office. If the issue cannot be resolved informally or when informal action is not allowed by federal regulations, the formal resolution process as stated in the policy can be initiated.

Students initiate the complaint process when there has been a claimed violation of policy, regulation, or established practice. Complaints fall under two categories: academic and non-academic. This policy does not include complaints regarding College/University employment, student conduct procedures under the Student Handbook, academic progress or grades or admission decisions.

Resolution under this policy may include student reinstatement or other corrective action for the benefit of the student, including refunds, but may not award monetary damages or, unless related to the dispute resolution and grievance procedures, direct disciplinary action against any employee of the College.

This policy does not limit the College's right to change policies, regulations, or practices related to the provision of academic or non-academic services and education.

An undergraduate student or a student within the Graduate Nursing Programs can use this process (https://forms.csbsju.edu/TK9BRA7UAP) to initiate a complaint.

A student in the graduate program with the School of Theology can use the process identified in their handbook (https://catalog.csbsju.edu/grad-catalog/theology/handbook/) to initiate a complaint.

Definitions

Academic Complaints:

Academic complaints include issues brought by students regarding the institutions' delivery of their education and academic services. Academic complaints in this policy do not include disputes on academic misconduct or grade appeals. However, if these policies and/or procedures are believed to be violated, a student may choose to follow this complaint process.

The procedures for the following student complaints are found in the academic catalog:

- grade appeal process (https://catalog.csbsju.edu/catalog/academic-programs-policies-regulations/grades/#gradeappealstext)
- academic misconduct process (https://catalog.csbsju.edu/catalog/academic-programs-policies-regulations/rights-responsibilities/#academicstext)

Non-Academic Complaints:

Non-academic complaints include those issues brought by students regarding the institutions' delivery of non-academic services. This policy does not include disputes related to admissions and financial aid decisions, residential life issues related to housing assignments and roommate concerns) sexual misconduct, or harassment, bias, and discrimination. The procedure for these complaints is located at the appropriate links:

- Title IX and Sexual Misconduct (https://www.csbsju.edu/title-ix/policy/)
- Harassment, Bias, and Discrimination (https://www.csbsju.edu/inclusive-excellence/bias-reporting/)
- Student conduct: CSB (https://catalog.csbsju.edu/bennie-book/) and SJU (https://catalog.csbsju.edu/j-book/)
- Residential Life: CSB (https://catalog.csbsju.edu/bennie-book/bennie-bookresidential-life-policies/) and SJU (https://catalog.csbsju.edu/j-book/j-book-residential-life-policies/)
- Admissions (admissions@csbsju.edu) and financial aid (sjufinaid@csbsju.edu)

Online Students

Students completing online course work are urged to speak by phone or email or other messaging services with the relevant supportive offices or they can follow the steps above. Students attending the college as distance education students, regardless of their state of residence, should contact the State Portal Agent (https://nc-sara.org/state-portal-entity-contacts) at the Minnesota Office of Higher Education if their complaint is not resolved informally with their professor or through the CSB and SJU complaint processes.

Curriculum Review

The curricula and course descriptions are published in the Academic Catalog. Curricula are reviewed regularly to maintain currency and adherence to professional and accreditation standards.

Drug and Alcohol Policy

To protect student and public welfare, the illegal use, possession, or distribution of alcohol, controlled substances, drugs and/or drug paraphernalia on campus premises and off-campus in settings related to graduate nursing coursework are prohibited. No student shall come to class, laboratory, field experiences, or clinical settings under the influence of alcohol, marijuana, controlled substances, or other drugs that can impair cognition and function. Evidence of usage or reasonable suspicion will result in immediate dismissal of the student from the setting, and additional follow-up. Reasonable suspicion of use may be based on, but not limited to, one or more of the following:

- Smell of alcohol or drugs
- Impaired alertness, perception, coordination, reactions, responses, or effort
- Suspected impairment that has the potential to affect the safety of others

Procedure:

1. If the clinical agency, faculty, or fellow students form a reasonable suspicion that a student has used, is using, possessing, transferring, or selling alcohol or illegal drugs, the faculty will notify the Graduate Nursing Chair.
2. The student will be immediately dismissed from the site after the student has arranged for safe transportation. This transportation must be deemed appropriate by the faculty.
3. The student is to be tested according to clinical agency protocols at the request of the faculty or clinical agency representatives upon

reasonable suspicion. The fees associated with testing will be the responsibility of the student.

4. The nursing department's disciplinary policy will be followed for infractions of this Drug and Alcohol Policy.
5. The Graduate Nursing Chair will notify the Academic Dean. Further disciplinary action may be taken upon recommendation of the College/University.

Financial Information

All charges assessed by the colleges (tuition, fees, room and board) are due and payable before completion of registration. The initial payment covering a semester of the college year is due no later than the beginning of that semester; the final payment is due no later than the end of that semester. Remittances are made payable to the college in which the student is enrolled and sent to the Student Accounts Office.

The colleges reserve the right to withhold student educational records such as grades, transcripts, or diplomas, until all college bills have been paid or until satisfactory arrangements have been made with the Student Accounts Office as permitted by federal and state regulations. Registration may be blocked or cancelled by the Student Accounts Office for failure to pay fees. Amounts owed from the previous semester must be paid before starting each new semester.

Tuition, fees and other charges are good-faith projections for the academic year. They are, however, subject to change from one academic semester to the next as deemed necessary by the colleges in order to meet their financial commitments and to fulfill their roles and missions. For more information regarding tuition and fees please also visit Educational Costs – CSB+SJU (https://www.csbsju.edu/student accounts/educational-costs).

There are other fees and charges which are dependent upon a student's matriculation or course enrollment. These fees or charges may be determined by contacting the college or university offices which administer the programs or activities in which the student intends to enroll or engage.

Refunds

Refunds of tuition and fees are made for students who withdraw by formal application through the appropriate campus office according to the following schedule:

- 100% before the 1st day of classes
- 50% through the permanent drop deadline
- 0% following the permanent drop deadline.

The charges for tuition, fees, room, and board will be reduced based on the percentages listed above. The date used to calculate the refund will be: the date of withdrawal in the case of a student who withdraws officially; the drop-out date which can be documented in the case of a student who withdraws unofficially. No tuition is refunded or credited on courses completed.

There is no refund on extra credits or special course fee charges after the last day on which students can withdraw from classes without receiving a W.

Return of Financial Aid Funds for Students Who Withdraw

If a student withdraws from school before completing 60% of a semester, the College or University may be required to return some or all of the federal or state financial aid awarded to the student. In general, Federal and State regulations assume that a student "earns" Federal financial aid and state aid in proportion to the number of days of the term the student attended. When a student withdraws before completing 60% of the term, the school must calculate according to a specific formula the portion of the total financial aid the student has earned and is therefore entitled to receive up to the time of the withdrawal. (A sample calculation is available on the financial aid website at http://www.csbsju.edu/financialaid.) Because the financial aid may be reduced when a student withdraws, financial aid may not be sufficient to cover the balance of tuition, fees, room and board charged to the student. Students who are considering withdrawing or who have withdrawn are encouraged to contact the Financial Aid Office and Student Accounts Office for details on how their financial aid is affected and their final balance due based on withdrawal from school.

Compliance with 38 USC 3679(e)

For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. Please see 38 USC 3679(e) for complete details.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill

Refunds for Enrolled Students Called to Military Duty

If a student is called up for active military duty, and withdraws from all classes, the refund is as follows:

- Refund of 100% of tuition and fees
- Pro-rated refund of housing and food contract

If a student is called up for active military duty, and elects to work with faculty member(s) to take an incomplete grade in one or more classes, the refund will be as follows:

- Refund of 100% of tuition and fees for classes in which no credit is received
- Pro-rated refund of housing and food contract

Students are encouraged to communicate with the Student Accounts Office, the Academic Advising Office, the Financial Aid Office and appropriate faculty members as soon as possible upon receipt of the government notice.

Payment Options

Various payment options are available, options include payment before the semester begins, or four installment payments during the semester. Additional information is available through the Student Accounts Office.

Graduation

Students must satisfactorily complete all program requirements, including successful completion of courses, clinical hours, and project-related activities to graduate from the program. All failing ("F"), and Incomplete grades must be cleared or completed by graduation day or the student's name will be removed from the graduation list. A cumulative GPA of 3.0 is required. All college balances must be paid in full.

Handbook Review Policy

The Handbook will be reviewed annually by the Graduate Nursing Chair for accuracy. Corrections, additions, or deletions to the Handbook will be communicated to the students within 72 hours of the correction.

Inclement Weather Policy

The graduate nursing program will follow the directives of the College/University related to inclement weather. In-person meetings can be rescheduled via Zoom at the discretion of the faculty. Clinical cancellations will be at the discretion of the Graduate Nursing Chair. All cancellations will be communicated to students in a timely manner. Clinical experiences may need to be made up at a future date to meet the required clinical hours.

Injury/Exposure in Lab/Clinical

See current Lab Safety Manual. Students are expected to be familiar with this document.

Nondiscrimination Statement

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources at http://www.csbsju.edu/human-rights/sexual-misconduct/csbsju-sexual-misconduct-poli (http://www.csbsju.edu/human-rights/sexual-misconduct/csbsju-sexual-misconduct-policy)cy. Please note that faculty and staff are considered required reporters—this means that if you disclose to faculty, or another employee of CSB/SJU, that you have been a victim of sexual violence we have the obligation to report the situation. The faculty report does not mean that you are officially reporting the incident – rather, this process is in place so that the College/University can make sure you are able to receive the support and resources you need. Additional information may be found at the following website (including confidential sources on and off campus). Resources: http://www.csbsju.edu/human-rights/sexual-misconduct/resources

Social Media Policy

Social networks and the Internet allow opportunities for rapid knowledge exchange and information dissemination among many people. This exchange does not come without risk. Graduate students are obligated to be aware of the benefits and potential consequences of engaging in the use of all types of social networking and are expected to follow the principles and guidelines listed below.

1. Nurses must not transmit or place online individually identifiable patient information or any information including photos gained from the nurse-patient relationship.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries this includes online contact with patients or "friending" patients.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. No statements should be made within social media about patients, employers, or coworkers, even if they are not identifiable (such as clinical sites).
5. Nurses should take advantage of the privacy settings and seek to separate personal and professional information online.
6. Nurses should never take photos or videos of patients on personal devices, including cell phones.
7. Nurses should bring content that could harm patient's privacy, rights, or welfare to the attention of appropriate authorities.
8. Nurses should participate in developing institutional policies governing online conduct.

Students exhibiting behaviors that are deemed illegal (e.g. violations of HIPAA, patient privacy, confidentiality), or in violation CSB/SJU behavior expectations, are subject to disciplinary proceedings.

Student Support Services

A full range of student support services will be made available to graduate students including, but not limited to, academic advising, student accessibility services, libraries, writing and math skills support, technology services, counseling, and health promotion. Information on access to services is published in each course in Canvas and on the College/University website.

Transcripts

Grade reports can be accessed by students at any time through Degree Works. Students can request to receive their grade report by mail from the Office of Student Records and Registration. Transcripts are maintained by and can also be requested through the Office of Student Records and Registration.

Tuition and Fees

Tuition is charged based on the number of credits taken in each semester. Students will also be charged a Program or Technology Fee each semester, and in some semesters may be charged additional fees (such as simulation laboratory fees) that are associated with certain courses.

Current tuition information can be found on the Tuition section of the website: https://www.csbsju.edu/graduate-nursing-programs

Once students begin participating in class, they are considered active and are responsible for adhering to all university policies and for paying all applicable tuition and fees.

Personalized financial assistance is available through the financial aid office. Students should be aware that there may be the opportunity for tuition discounts if you are a CSB/SJU alum, employee of CentraCare, or the VA health system. Please contact the chair of the graduate nursing program for more information about tuition discounts.

Verification of Student Identity and Authentication

Students who register for distance learning courses must be the same student who completes the course and receives academic credit. Therefore, student identification must be verified, and students provided with authentication information to allow access to the online environment.

Students who do not adhere to this policy will be subject to the CSB/SJU Academic Honesty and Academic Misconduct Policies.

Upon admission, IT Services provides each student with a network account and information on how to log-in as part of onboarding a new student. At first log-in, students are required to set-up two-factor authentication. With two-factor authentication, students are prompted to verify their identity when logging into their account using a predetermined secondary device (such as their cell phone).

The user's IP address indicates if they're on-campus or not and if they are off-campus they face more rigorous checks on their identity than if they are on-campus. The is intended to stop identity theft with the assumption being if a user is on-campus using their credentials they are more likely to be "them" than if someone from off-campus is using the credentials.

Also, upon admission, students provide a recent photo to the DNP Program Director, who then forwards the photo to CSB Security, and this photo is used to create a Student ID card. Photos must meet specifications as directed by CSB Security. Cards are processed by CSB Security and mailed to the students. This card allows access to library and other services when the student is on campus. Student photos are loaded into Navigate 360 (student success portal) and held in a secure folder within the Nursing Department and distributed to the faculty teaching in the graduate courses. Every effort is made to protect the privacy of students. This includes securing access to photos and limiting distribution to CSB Security and the faculty teaching in graduate courses.

Students are required to use their cameras during synchronous class sessions and label their image with their full name so that their identity can be compared to the photo provided and verified by faculty.

The DNP program does not charge an additional direct fee for identity verification. If a fee must be charged in the future, due to verification of identity for proctored exams or other incurred charges, the student will be notified of the fee via email and the fee charges will be posted on the Nursing Department website at https://www.csbsju.edu/nursing (https://www.csbsju.edu/nursing.html).