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This handbook provides a ready reference to policies and procedures specific to traditional undergraduate nursing students at The College of St. Scholastica. Faculty and students have developed this handbook over time to assist you in understanding your role as a nursing student. Academic policies and procedures of the School of Nursing may differ from the general college policies. In addition, health care agencies used for clinical placement may have policies that differ from the College of St. Scholastica’s.

This handbook is a resource that is to be used in conjunction with *The College of St. Scholastica 2006-2007 Student Handbook* and *The College of St. Scholastica Undergraduate and Graduate Catalog, 2005-2007*. Changes or updates concerning information in this handbook will be posted on the R drive.

Students should consult their advisors if they have questions not addressed in these documents.
TRADITIONAL UNDERGRADUATE DEPARTMENT OVERVIEW

Mission Statement of the School of Nursing

As an integral component of The College of St. Scholastica, the School of Nursing embraces the Benedictine values of community, hospitality, respect, stewardship and love of learning. As a community of learners, we are committed to educating baccalaureate and graduate nurse leaders prepared to care for others, in a manner that honors and respects the unity of body, mind and spirit. Through caring for one another and ourselves in a holistic way, we develop a deep level of compassion which allows us to respond to others in a manner that promotes the healing of individuals, families, communities, and our world.

Philosophy of the School of Nursing

Nursing is fundamentally a holistic endeavor on which the physical, emotional, social, and spiritual welfare of persons depends. It is the enactment of nurses’ moral imperative to care for persons in health and illness at the most significant, vulnerable, and mundane moments of their lives, including birth and death. A person’s experience of health and illness is inseparable from the nurse’s intention, presence, and action at these moments.

Nursing does its healing work in a relational environment of connection, compassion, caring, creativity, and critical intention. The profession is informed not only by the liberal arts and sciences, technology, and integrative therapies, but also by the knowledge that relationships can be healing in and of themselves.

First and foremost, in its healing relationships with individuals, families, colleagues, communities, and populations, nursing respects and upholds the inherent dignity and worth of all creation. The least among us have been created by God and have infinite, if unrecognized, capacities for change and healing, balance and harmony. Nursing works in committed partnership with those it serves to use its specialized knowledge of health and illness to actualize those capacities.
Goals of the School of Nursing

1. To offer programs designed to prepare students for entry-level or advanced professional nursing practice in a global community.
2. To provide registered nurses with professional education in nursing reflective of contemporary nursing practice.
3. To prepare students with the skills necessary for life long learning.
4. To prepare students to participate in society as informed citizens.
5. To prepare students for advanced study in nursing.
6. To teach and model Benedictine values as a basis for responsible living and meaningful work.
7. To create and sustain a learning, working, and practice environment conducive to the well-being of faculty, students, and staff.

Goals of the Traditional Undergraduate Department

1. To prepare students for entry-level professional nursing practice including the health needs of underserved populations.
2. To prepare students to be eligible for licensure as registered nurses.
3. To prepare registered nurses for practice at the baccalaureate level.
4. To provide students with academic preparation for graduate study in nursing.
5. To provide students with the skills and knowledge necessary for responsible living and meaningful work.
6. To provide a student-centered learning environment that supports student’s professional socialization.
7. To instill the value and skills necessary for personal and professional life long learning.
8. To teach and model Benedictine values as an effective personal and professional philosophy.

Curriculum Overview

Baccalaureate education prepares students to practice as generalists. This level of education is based on core knowledge and clinical competency applied though a unique blend of critical thinking, caring, communication and collaboration. Health promotion, illness management and population-based care are the focus of the traditional undergraduate curriculum. Students are prepared to practice holistically as leaders in healthcare delivery, with an educational foundation grounded in the Benedictine values. Throughout the curriculum simulation, technology and integrative therapies are blended to prepare students as healers of the mind, body and spirit.

Clinical practice necessitates that students care for a variety of individuals in various settings. These practice experiences are designed so that students have diverse experiences in meeting the health care needs of individuals, families and groups. Clinical experiences occur in the nursing simulation laboratory, acute care, extended care and community health settings beginning in the first semester of the nursing program.

The faculty has developed outcomes for students to achieve in the baccalaureate program that are derived from The College of St. Scholastica’s institutional mission. The ANA’s Standards of Clinical Nursing Practice, ANA’s Code of Ethics, AACN’s Essentials of Baccalaureate Education and the Minnesota Nursing Practice Act form the basis for nursing practice. Faculty have used these documents in the development of the curriculum and in the structuring of clinical practice experiences.
The outcomes of the baccalaureate curriculum are:

1. Synthesize knowledge from nursing, the arts and sciences and the Benedictine values in the holistic practice of professional nursing.
2. Demonstrate professional values and behaviors consistent with professional standards.
3. Demonstrate competence for entry-level professional practice.
4. Advocate for health care that is sensitive to the needs of clients including vulnerable populations.
5. Assume responsibility for ongoing professional development in an ever-changing health care environment.
Student Responsibilities

**Academic Standards**

During the junior and senior years courses must be taken and successfully completed in the sequence identified in the Curriculum Schema (Appendix 3). In order to progress from one semester to the next, a student’s performance in both theory and clinical practice must be satisfactory. The minimum acceptable passing grade is a “C” which must be attained in both the theory and clinical components of courses. A student who fails either component fails the course irrespective of achievement in the other area. No more than one clinical nursing course in the major may be repeated. Therefore, a student who fails a second clinical nursing course may not progress and will be dropped from the major. A student who receives a grade lower than a C in any nursing course will be required to make adjustments in their program plans in order to progress through the sequence of course offerings in the major.

A student must also receive at least a “C” grade in upper division support courses (e.g., HSC 3020, PSY 3331) in order to progress. Students who have an I (Incomplete) in a support course may not progress without special permission from the Admission and Progression Committee. If a student reapplies for admittance, his or her application will be considered on an equal basis with all other applications.

**Student Behaviors**

All students are held responsible for meeting course and clinical requirements as well as for consistently demonstrating behavior reflective of professional nursing practice in all contexts at the College and in the public environment. Professional behavior includes:

1. Taking actions that are consistent with Nursing Standards of Clinical Practice, Nursing Code of Ethics and the Minnesota Nurse Practice Act.

2. Attending all learning experiences regularly and punctually.

3. Informing course faculty prior to the scheduled time of classroom exams, project deadlines and clinical experiences if you are unable to attend because of an emergency.

4. Complying with contracted requirements of clinical facilities including all admission and health requirements, an annual Criminal Background Study, HIPPA regulations and dress code policies.

5. Demonstrating classroom and clinical behavior that is professional and respectful to faculty, students, patients and staff. Students are discouraged from bringing children to the classroom.

6. Demonstrating awareness that the classroom, lab, and clinical environments are learning environments. This includes turning cell phones and pagers off and arranging emergency contacts in a manner that does not disrupt class or client care.

Students exhibiting unsatisfactory professional or personal behavior will be verbally notified by faculty that such behavior is unacceptable. Depending on the nature of the incident, or the number of incidents, the faculty will have the option to recommend to the Chair of the Traditional Undergraduate Department either probation or program dismissal.
Criminal Background Study

MN law requires that the School of Nursing conducts a criminal background study on each student who is placed into a healthcare facility that is licensed by the state of MN. The criminal background request will be made to the State of Minnesota, the student’s State of Residence, and, if different, to the State in which the assigned healthcare practicum is located.

Criminal background study forms will be completed annually at the beginning of spring semester for sophomores and fall semester for juniors and seniors. The School of Nursing will submit the completed forms for processing to the appropriate state agencies. An individual who is disqualified from having direct patient contact as a result of the background study will not be permitted to participate in clinical. Students who receive notice that they are “disqualified” must arrange for an immediate appointment with the Chair of the Traditional Undergraduate Department. SINCE STUDENTS WHO ARE DISQUALIFIED FROM PROVIDING DIRECT CONTACT SERVICES MAY BE INELIGIBLE TO TAKE REQUIRED CLINICAL COURSES, THEY CANNOT BE GUARANTEED THE OPPORTUNITY TO COMPLETE THE NURSING PROGRAM.
POLICIES AND PROCEDURES

If you wish to have a nursing policy waived you must submit a written petition to the Chair of the Traditional Undergraduate Program providing a rationale for your request. Some petitions may need to be reviewed by the Admission and Progression Committee. Decisions of the committee are final. Assistance with the procedures can be obtained from your nursing advisor.

**Grading** - The following scale is used in all nursing courses.

<table>
<thead>
<tr>
<th>Grade</th>
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<th>%</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
<td>C</td>
<td>75-77</td>
</tr>
<tr>
<td>A-</td>
<td>91-93</td>
<td>C-</td>
<td>73-74</td>
</tr>
<tr>
<td>B+</td>
<td>90-88</td>
<td>D+</td>
<td>69-72</td>
</tr>
<tr>
<td>B</td>
<td>84-87</td>
<td>D</td>
<td>65-68</td>
</tr>
<tr>
<td>B-</td>
<td>81-83</td>
<td>D-</td>
<td>61-64</td>
</tr>
<tr>
<td>C+</td>
<td>78-80</td>
<td>F</td>
<td>60 or Below</td>
</tr>
</tbody>
</table>

**Admission Probation**

Policy:
Admission probation is granted when the applicant meets all objective criteria for admission in the major, but the Admission and Progression Committee has concerns about the applicant’s suitability for the profession and/or rigors of the program. It is also considered when the applicant’s cumulative CSS GPA is between 2.9 and 3.0.

Procedure:
In these instances, the applicant is admitted to the program but must meet with the Chair of the Traditional Undergraduate Program who will explain the nature of the Committee’s concerns and help the student make an informal plan for remediation. Faculty teaching sophomore nursing courses are alerted to the student’s status so they may be of assistance to the student early in the program. The faculty share their assessment of the student’s performance with the Admission and Progression Committee at the end of the spring semester. If the student is performing satisfactorily, the student progresses in the program. If the student’s performance is unsatisfactory, the Committee will place the student on progression probation or recommend dismissal from the major.

**Progression Probation**

Policy:
Students may be placed on progression probation if they fail to meet department academic standards and/or expected professional behaviors and responsibilities.

Procedure:
When a faculty member recommends probation, the faculty member must meet with the course coordinator and the Chair of the Admission/Progression Committee to review the specific stipulations to be met in the probationary contract. This recommendation is then discussed by the Admission and Progression Committee which will make a decision about probation. The student and faculty advisor are informed of the Committee’s decision in writing by the Chair of the Committee. A contract identifying the student’s plans for remediation is developed by the Admission and Progression Committee and signed by the Committee Chair, the student and the involved faculty. This agreement is shared with the student’s instructors and faculty advisor in order that positive steps may be taken to assist the student to
correct the identified deficiencies. Satisfactory progress through the course of the contract removes the student from probationary status, at which time the student progresses through the remainder of the program. A student who fails to correct the deficiencies by the end of the contract period will be dismissed from the major. Students may be on probation once while in the nursing program.

**Dismissal from the Major**

**Policy:**
The department reserves the right to dismiss students for infractions of regulations; failure to meet the terms of a probationary contract; unsatisfactory academic standing; unsatisfactory progress towards the degree; or other reasons that affect the health, safety, property, or welfare of the individual student, patients, healthcare agency, and/or healthcare agency staff.

**Procedure:**
If the Chair of the Traditional Undergraduate Program and the involved course faculty deem that sufficient documented evidence exists to consider termination, the case will be referred to the Admission and Progression Committee for review. The chair will meet with the student to formally inform him or her of their rights and that the case has been referred to the Admission and Progression Committee. The student will also be notified in writing that the Committee has received a referral for termination. The student may submit written comments relevant to the allegations to the Admission and Progression Committee.

The Admission and Progression Committee will recommend that retention or termination of a student should commence. A face to face meeting with the involved parties is conducted to relay the disciplinary action. If a student is retained, he/she may receive a probationary contract.

**Complaints and Conflicts**

**Policy:**
Students who think they have been unfairly treated by department faculty or staff, or have a complaint related to a course, should follow the following protocol. It is assumed that whenever possible, complaints, disagreements and misunderstandings should be settled between the individuals involved and at the lowest possible level.

**Procedure:**
1. The student should discuss the matter with the faculty member/staff directly involved and attempt to resolve the issue.
2. In the event the issue is not resolved or if there is a justifiable basis for not going to the person involved, the student should contact the course coordinator to attempt to resolve the issue.
3. If necessary, if the matter is still not resolved, the issue may be brought to the Chair of the Traditional Undergraduate Program.
4. Following this process, if the problem is still not resolved, the student may follow the College’s academic appeal procedure as described in The College of St. Scholastica Student Handbook.

**Academic Honesty**

**CSS Policy:** Academic honesty and integrity are highly valued in our campus community. Academic honesty directly concerns ethical behaviors which affect both the academic environment and the civic
community. Academic dishonesty seriously violates the integrity of the academic enterprise and will not be tolerated at St. Scholastica.

Academic dishonesty is defined as follows: Misrepresentation of the work of others as one’s own; dishonesty in testing; violating authorized guidelines established by instructors for individual assignments; sabotaging or damaging the work of others; or engaging in dishonesty in other academic work.

To minimize student misunderstanding, faculty shall state in writing what degree of cooperation or help is authorized for each learning activity and what behaviors constitute academic dishonesty on collaborative student projects. Students shall be responsible for asking faculty for clarification in any unclear situation.

The following additional policy will be applicable to all nursing majors:

- As a professional nursing student, personal integrity and accountability are expected when caring for clients in Clinical agencies and the community. Reporting care/treatment of a client as given, when in fact it had not been given, or failure to report a known situation that could affect client outcomes will be constituted as a serious personal integrity issue. Similarly, reporting attendance at assigned course experiences, volunteer work, and/or community/agency observations, when in fact attendance did not occur, will also be constituted as a serious personal integrity issue and the college academic honesty guidelines will be followed.

Procedure:
Since academic dishonesty is a transgression against the entire College community, the entire community is involved in handling the problem. Students and faculty are encouraged to contact instructors with reports of, or concerns about, academic dishonesty. If a faculty member has determined that a student has been academically dishonest, the violation must be reported to the referral Office. Duties of the office shall include referral of students for counseling if needed, handling of repeat offenders, and administering of penalties. In cases of academic dishonesty, the minimum penalty to be applied by the faculty member shall be failure of the assignment or test, and the maximum penalty shall be failure in the course. In addition, a department may deny admission to or dismiss from a program a student who has engaged in academic dishonesty. The Referral Office may exclude such a student from extracurricular activities or expel him or her from the College of St. Scholastica.

Appeals
An aggrieved student may appeal any adverse decision regarding academic dishonesty to an appeals committee established by the CSS Faculty Steering Committee. The decision of the Appeals Committee shall be final. Policy for the appeals procedures is outlined in the CSS Student Handbook.

Leave of absence

Policy:
To qualify for readmission a Leave of Absence (LOA) request should be submitted in writing and discussed with the Chair of the Traditional Undergraduate Program. The student must reapply in writing as soon as possible but no later than 2 months prior to the beginning of the semester he/she wishes to reenter. Students will be allowed to resume enrollment on a space available basis. During a LOA, students may continue in support courses and nonclinical nursing courses if approved by the Chair of the Traditional Undergraduate Program.

Procedure:
Submit a written letter of intent to the Chair of the Traditional Undergraduate Program. Notify the Chair no later than 2 months prior to return. Prior to reentering the program a demonstration of knowledge and abilities may be required.

**Sick Leave**

**Policy and Procedure:**
Students who are absent for longer than a week but for less time than would qualify for a leave of absence, must notify the course coordinator when they wish to return. If an absence can be anticipated (e.g., birth of a child, elective surgery, etc.), students are advised to notify the coordinator as soon as this information is available. In all instances, the student must work with the appropriate faculty member(s) to arrange for make-up of both class and clinical learning experiences.

**Clinical Remediation**

**Policy:**
In the event a student misses clinical(s), the student may be required to make up clinical time to meet the learning outcomes and expectations. Clinical absences are made up at the discretion of the faculty. If it is determined that extra clinical hours are necessary, it is the student’s responsibility to arrange the make-up with the appropriate clinical instructor. The student is charged $24.00/hour for clinical supervision and the faculty member must be willing to provide additional supervision.

**Procedure:**
1. The student and the faculty member develop the written plan for clinical remediation.
2. The faculty member arranges for the clinical learning experience with the appropriate clinical facility.
3. The plan is approved by the Chair of the Traditional Undergraduate Nursing Program.
4. The faculty member notifies the Chair of the Traditional Undergraduate Nursing Program that the experience has been concluded.
5. The School of Nursing informs the Business Office about the cost to the student. The Business Office bills the student.
6. The School of Nursing secretary prepares the paperwork required for the faculty member to be paid.

**Liability Insurance**

**Policy:**
The College of St. Scholastica has a professional liability insurance policy for all students while enrolled in clinical coursework and performing services required in the clinical nursing courses. The group plan will protect students and CSS anytime you are involved with a client or group of clients within the defined role of a student nurse. This does not cover the individual outside of the nursing student role at CSS.
Reporting of Clinical Accidents/Health Insurance Coverage

Policy:
CSS requires that all students have a hospital medical insurance policy. Accidents or injuries that take place are to be covered by the student’s own insurance policy. Students should carry their health insurance identification with them. All deductibles are the students’ responsibility. If the insurance plan requires notification of a primary physician before going to the emergency room, students are responsible for that notification. Any expenses not covered by insurance are the responsibility of the student.

Procedure:
If an accident occurs in the clinical facility, follow the agency policy for reporting accidents and complete The College of St. Scholastica Employee Injury Report and Investigation which may be obtained from the instructor. (Copy is found in Appendix 2). Both the student and the instructor sign and form and, when it is completed, it is turned in to the secretary in the Nursing Office. The following is the policy of the College regarding injury or accident sustained by students in clinical settings:

Clinical Uniform

Policy:
The official CSS nursing uniform required for clinical practice settings is a solid color royal blue top and pants and long white lab coat. All uniforms must be Landau brand. Photo identification is to be worn on the left side pocket area with either uniforms or lab coat. For your safety and the safety of others, your uniform, including shoes, should only be worn in the clinical environment.

Students are expected to maintain a professional appearance that is respectful of clients and facilitates the safety of the client and yourself in all clinical settings. This includes:

- A clean, pressed uniform or attire appropriate to the setting that is free of tobacco-smoke, pet-hair, and cologne scents. If a sweater is worn, it must be white.
- All white cotton socks or white hosiery without colored decoration must be worn.
- Shoes are to be all white without decoration and used EXCLUSIVELY for clinical practice. If the shoe requires shoelaces, they must be all white. Clogs or canvas tennis shoes are not appropriate.
- Simple jewelry, including a maximum of one post earring per ear, may be worn. No other visible jewelry in the eyebrow, nose, lip or tongue is acceptable.
- Light makeup
- Hair of a naturally-occurring color and a hairstyle that is clean, neat and off the shoulders.
- Trimmed fingernails without nail polish, tips, acrylic nails, etc.
- Trimmed beards and mustaches
- No plunging necklines, short skirts, low rise pants or exposure of the abdomen is acceptable.

Procedure:
Students will be dismissed from the clinical environment for violations of the Uniform policy. Absence from the clinical environment may jeopardize your ability to be successful in the course. Refer to specific guidelines established by each clinical course.
CPR Certification

Policy:
Current CPR (cardiopulmonary resuscitation) certification is a prerequisite for entry into all required clinical nursing courses. Students are responsible for obtaining CPR certification and biannual recertification that meets the standards for Adult and Child CPR for health care providers. Failure to provide current CPR certification documentation will result in exclusion from clinical practice which may consequently jeopardize your ability to be successful in the course.

Procedure:
- CPR certificates must be renewed prior to the fall term in the academic year in which it expires.
- Students should bring a copy of their certification card to the School of Nursing Secretary in Science 3110.

Health Requirements

Policy:
It is the student’s responsibility to submit accurate and timely health information to the School of Nursing. This applies to all students in nursing courses beginning with NSG 2200. Failure to comply with the student health policies will result in exclusion from clinical sites or being dropped from the course. All health records of students are confidential and kept in the college health service office.

Students are required to fulfill these policies:
1. Submit a health history and physical examination. The history and physical examination data may be done by a physician, physician’s assistant or registered nurse practitioner and must be completed the summer prior to application to major. We recommend that students keep copies of their records.
2. Annual documentation of Tuberculin skin testing. If the results of the skin testing become positive, a chest x-ray will be required every two years until graduation, unless affiliating agencies require an annual chest x-ray.
3. Documentation of 2 doses of measles, mumps, rubella (MMR) after your first birthday.
4. Documentation of pertussis immunization.
5. Documentation of completed Hepatitis B series.
6. Documentation of varicella immunity by one of the following:
   - Documented varicella titer
   - Documentation of receipt of two doses of varicella vaccine
   - Verbal history of disease
7. Tetanus booster within last 10 years
8. Annual health update (Appendix 1)

Procedure:
1. Submit all health information to Student Health Services
2. When health problems/behaviors are present that jeopardize the safety of client or yourself, you and/or instructor have the professional responsibility to determine appropriate actions. An updated statement of health status from your health care provider is required with any change in your health status.
3. If you are unable to comply with any of the stated requirements, please contact the Chair of the Traditional Undergraduate Program in writing to determine course of action.
**Writing Style**

**Policy:**
APA format is the expected writing style for all nursing course written work. *The Publication Manual of the American Psychological Association* can be purchased in the CSS Bookstore as a reference text for this style.

**Student Representation**

**Introduction:**
The faculty of the School of Nursing are consistently concerned about your experiences, perceptions, ideas, and viewpoints as a student in this nursing curriculum. Therefore, we create mechanisms for students to provide input to the School of Nursing, Traditional Undergraduate Department chair, faculty, and/or committees. The purposes of the mechanisms are to provide for exchange of information and ideas related to the continuous evaluation of the nursing curriculum.

**Policy:**
The College of St. Scholastica School of Nursing shall provide mechanisms for students to provide input and to receive feedback related to input.

**Procedure:**
1. Each year, students will receive information about ways to provide input. Mechanisms may include electronic communication, face-to-face meetings, committee participation, and/or written communications.
2. On a regular basis, students will be asked if the communication approaches are meeting their needs.
3. Students will be represented on the Traditional Undergraduate Department committee and the Traditional Undergraduate Department curriculum committee.
Minnesota Board of Nursing Abilities

Rules relating to the Minnesota Board of Nursing 6301.1800, 6301.1900, and 6301.2200 identify the categories and abilities for which all students must be evaluated. Each student receives a list of abilities taught and evaluated in each of the nursing course syllabi. Upon completion of the program, students will have been evaluated and found competent on each of the required abilities.

Clinical Experiences

Clinical experiences are an essential component of nursing courses. Students will have the opportunity to develop and refine nursing skills and to observe professional role models in various settings. Clinical hours are calculated on the basis of three clock hours to one credit.

Students are responsible for arranging the necessary transportation to clinical experiences in health care agencies and the community. The Duluth Transit Authority provides regular bus service to and from the College. Evening or weekend experiences may be required in some clinical courses.

Course and Laboratory Fees

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<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>NSG 2210</td>
<td>50.00</td>
</tr>
<tr>
<td>NSG 3200</td>
<td>90.00</td>
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<tr>
<td>NSG 3225</td>
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<td>60.00</td>
</tr>
<tr>
<td>NSG 4467</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Course, laboratory and clinical fees are used to offset the cost of consumable equipment/supplies, standardized assessment/achievement tests, and printed course materials. Since some clinical courses are more costly to operate than others, it is the policy of the department to spread the cost as equally as possible among all clinical courses. In addition, there are special expenses associated with each year in the program and preparation for the licensure. Typically the following approximation of expenses can be anticipated:

- Name Pin (Photo ID) $12.00-$22.00
- Uniforms, white shoes Varies
- Stethoscope $18.00-$150.00
- B.P. Cuff $25.00
- Graduation Fee $30.00
- Senior Nursing Picture $12.00 - $25.00
- State Board Exam and Licensing Fee $305.00
Learning Laboratories

The Skills Laboratory was initially funded by the Helene Fuld Health Trust Fund. The skills laboratory and newly developed simulation laboratory are designed to facilitate the student’s development of psychomotor skills and professional behavior. Since cognitive development is integral to psychomotor skills, emphasis is also placed on understanding the principles underlying nursing skills. Senior nursing students serve as lab assistants and work with sophomore, junior and senior nursing students on specific procedures. Materials are available for use when lab assistants are in attendance. Eligible nursing students may apply at the end of their junior year for a lab assistant position.

The College has computer laboratories available in Tower Building and Science Center for use by all students. They are under the direction of the Computer Center and are staffed with student employees. The laboratory located in the Science Center holds many computer software programs which are assigned in specific nursing courses. A schedule of hours is posted each semester. The laboratories are open only when an attendant is on duty. Students may call the Help Desk at 5911 for lab hours.

The Student Development Center

The Student Center for Health and Well-Being (SCHAW) provides students with services, education, information, and support utilizing wellness model. The model serves to enhance personal development, physical and emotional well-being and responsible life choices in a supportive community. The physical and emotional well-being of all students is essential for academic success. The professional staff offers students confidential services in treating health and mental health concerns that commonly occur within the college population. The Student center for Health Services and Well-Being consists of a professional program staff including RNs, nurse practitioners, physical therapists, and master’s level counselors.

The counseling center is located at Tower Hall–Room 2150 or by calling 723-6085. The center is available to student at any stage in their educational careers, from their freshman year through graduation. Health Services is located in Somers lower level, or by calling 723-6282. Services provided include:

- Primary healthcare including physical exams for acute illness and injury, preventative health services (i.e., immunizations, blood pressure screenings), and prescriptions.
- Services by appointment for illness, evaluation, and gynecological issues.
- Psychiatric evaluation and medication management.
- Physical therapy consultations.
- Individual counseling to enhance growth and emotional well-being.
- Information and education in the areas of life skills, alcohol and drug use and abuse, life transitions, and health care/medical issues.
- Counseling for academic success.
- Groups and workshops in the areas of healthy relationships, life transitions, alcohol/other drug awareness, and stress and time management.
- Career services.
The Independent Study

NSG 4999 – Independent Study, is an optional course which gives students an opportunity to choose an area of study and demonstrate self-direction in planning, implementing, evaluating and reporting a learning experience in nursing. In planning an independent study course, the student is responsible to do the following:

1. Contact an appropriate faculty person with expertise in the area of your interest.
2. Write a course description and course objectives.
3. Describe how the course objectives will be met, the number of hours involved, and the specific site this learning will take place.
4. Describe the method of evaluation for each objective.
5. Identify the number of credit hours (1-4). When a clinical practicum is done, three hours/week for fifteen weeks is equal to one semester credit. Credits for other aspects of the study are planned with the involved faculty.
6. Grading. May be P/N or A-F. If A-F, criteria must be set.
7. Complete the three-part form, Student Independent Project Proposal (available from the Registrar’s Office), and have it signed by the involved faculty and the Chair of the Traditional Undergraduate Program.

Sister M. Olivia Gowan Award

In 1977, the Sister M. Olivia Gowan Award was initiated by the School of Nursing in memory of a modern nursing leader. Sister Olivia was a Benedictine Sister from Duluth and is listed with Florence Nightingale and Clara Barton as one of the top ten women in nursing. She spent her last years in St. Scholastica priory and died at the age of 89 in April of 1977. The award in her name is given to outstanding members of the senior class. The winner’s names are engraved on the plaque which is outside the School of Nursing Office. The number of students selected for the award is equal to 10 percent of the senior class.

During the spring semester senior class members are notified of the award and invited to submit their own and/or three classmates’ names in nomination. Faculty are also invited to submit three nominees. Each student with three or more nominations is asked to submit a mini-portfolio documenting examples of his/her leadership, Benedictine spirit and academic qualities. Student portfolios and faculty recommendations are considered in the selection of the awards.

Portfolios submitted by students are evaluated by faculty and judged on documentation of the following:
A. Statement of Philosophy of Nursing.
B. Leadership qualities of creativity, innovation and risk taking within the School, Department, College and community settings.
C. A Benedictine spirit which demonstrates respect and concern for others and involvement to promote unity and a spirit of cooperation.
D. Academic qualities of eagerness and responsibility for learning.
Nancy Meyers Freeman Nursing Scholarship

Dr. Nancy Freeman chaired the Department of Nursing from 1982-1986. When she died in November of 1986, her family established a scholarship fund for nursing students. One award is given yearly. In April of each year juniors or graduate students who meet the criteria will be nominated by faculty to receive the award for the following academic year.

Selection Committee
The Committee consists of three nursing faculty appointed by the Dean of the School of Nursing, the Dean of the School of Nursing and/or designee, and a representative of the Student Financial Planning Department in an advisory capacity.

Selection Criteria
A. Junior baccalaureate nursing student or master’s student in nursing.
B. Minimum GPA of 3.25 baccalaureate; 3.5 master’s.
C. Demonstrated leadership qualities.
D. Commitment to professional nursing.
E. Commitment to The College of St. Scholastica.
F. Love of learning.
G. Need for financial aid may be considered, but is not essential.

Application and Selection Process
A. The Nursing Office compiles a list of eligible students.
B. All full-time nursing faculty nominate candidates who meet the above criteria from the eligibility list.
C. The five students receiving the most nominations are invited to apply for the scholarship.
D. Each applicant write a one-page synopsis addressing his or her:
   1. Leadership qualities.
   2. Commitment to nursing as a profession.
   3. Commitment to The College of St. Scholastica as an educational institution.
E. Final selection is made by the Selection Committee.
F. One scholarship is awarded per year on a three year alternating cycle-baccalaureate student for two years and a master’s student in the third year.
   2006 – Baccalaureate
   2007 – Master’s
   2008 – Baccalaureate
   2009 – Baccalaureate
   2010 – Master’s

Licensure Examination (NCLEX-RN)

As a part of the licensure process to become a registered nurse, the graduate is required to take and pass the NCLEX-RN examination. Pearson VUE provides test administration services for the NCLEX examination. Application for the licensure examination takes place spring semester of the senior year. The procedure for application will be explained in class during spring semester. To obtain examination and licensure materials, students may contact the Board of Nursing of the state where they plan to apply for licensure. Addresses of Boards of Nursing are available on the website for the National Council of State Boards of Nursing located at http://www.ncsbn.org/
**Preparation for Licensure Examination (NCLEX-RN)**

The Saunders NCLEX review book is required to be purchased by all accepted students. This book will be used throughout the program. On assigned days in the spring semester, all seniors are required to take the HESI Exit Exam, which measures student preparedness for the NCLEX. It is used to identify strengths and weaknesses of students and a possible need for remediation prior to taking the licensure exams. The exam is administered via computer in the same format as the NCLEX. Students must achieve a score of 850 or higher on the HESI exam to be eligible to sit for the NCLEX. If a student’s score is less than 850, they will be required to repeat the exam. If the score on the second exam has not improved, the student must schedule a meeting with the Chair of the Traditional Undergraduate Program or the Dean of the School of Nursing.

A computerized simulation of the NCLEX-RN is available for practice through the Tower or Science Computer Laboratories. This program provides the student with hands-on experience similar to taking the actual licensure examination. Practice with this program is strongly advised. Other methods of preparation for the licensure examination include other computer simulation programs for individualized study, practice testing and case studies for clinical simulation and problem solving. It is recommended that a variety of methods be used so that the study plan will be comprehensive.

**NCLEX-RN Review Programs**

It is highly recommended that students enroll in a review course. The College of St. Scholastica will sponsor a review course on site for its graduates.

**Public Health Registration in Minnesota**

To apply for public health registration, the applicant must be licensed and currently registered to practice professional nursing in Minnesota. Application forms and instructions for filing are available on-line from the Minnesota Board of Nursing.

**Senior Recognition Ceremony**

The School of Nursing emphasizes the importance of attending the College graduation ceremony so that students and families may celebrate and recognize a major life accomplishment. In addition, each year the senior nursing class gathers together with nursing faculty and family members to celebrate the students’ educational experience. This function takes place prior to graduation and is planned by the senior class. A committee is found to sponsor this event with senior representatives serving as co-chairpersons, assisted by other seniors and the junior and sophomore class representatives.

As part of the planned program, the graduating students receive the St. Scholastica nursing pin which was designed by Frank Kacmarcik, a contemporary artist whose work is primarily in the field of sacred art. In planning the pin, Mr. Kacmarcik used a distinctive Benedictine symbol combined with harmony and simplicity of design. The Scholastica pin bears the Benedictine Cross, modified from the cross on the Jubilee medal of St. Benedict, with the letters C-S-P-B signifying Crux Sancti Patris Benedicti (Cross of the Holy Father Benedict). The cross is contemporary with a shaft of light running through vertical and transverse bars. The characters are cast in Neuland type which was originally put into metal by Rudolph Koch, a German artist.
To the graduates of St. Scholastica’s School of Nursing, this pin serves as a reminder of the great Benedictine heritage which has permeated their education. In receiving the nursing pin of The College of St. Scholastica, graduates of the School of Nursing at The College of St. Scholastica are united to the Benedictine Family of their Alma Mater

**Student Nurses Association**

The Student Nurses Association is dedicated to promoting academic excellence and continuity throughout all levels of the nursing program. Membership is attained through an application process which is free of charge. Activities include monthly meetings, arranging forums or public speakers, picnics/parties, media events, and a variety of sports events. The organization contributes to student development by recognizing the need to balance hard work with recreation, and by promoting leadership and independence.

Students are also encouraged to join the Minnesota Nursing Student’s Association (MNSA). MNSA involves all nursing students currently enrolled in associate degree and baccalaureate programs. Locally, St. Scholastica’s baccalaureate program and Hibbing’s Community College associate degree program constitute District Two. Each school has its own officers as well as a faculty advisor.

Members are involved in fund-raising activities, proceeds from which are used to send interested students to state and national conventions. The conventions offer a chance to meet other nursing students and to learn about the vast field of nursing and the changes occurring continually.

On the state level MNSA recruits members with the aid of a national videotape, plans the state convention, and produces a statewide newsletter which is published three times per school year. Offices for the executive board are elected at the state convention.

**Theta Xi Chapter of Sigma Theta Tau International**

In April 1986 the School of Nursing formally became a chapter of Sigma Theta Tau, International Honor Society of Nursing and was given the name, Theta Xi. The purposes of this society are to:

- Recognize superior achievement.
- Recognize the development of leadership qualities.
- Foster high professional standards.
- Encourage creative work.
- Strengthen commitment to the ideals and purposes of the profession.

To be eligible for nomination, a student must meet the following criteria:

- Have completed approximately one-half of the nursing curriculum, as verified by an official transcript.
- Be in the upper 35 percent of one’s class.
- Have a cumulative GPA of 3.0 on a 4.0 scale.

Each year faculty are asked to nominate students in the senior and junior classes whom they believe meet criteria for membership. The Eligibility Committee then informs students of their nomination and sends them the necessary forms for application. When these are completed, new members are recommended by the Eligibility Committee to the Executive Committee which makes the final
decisions. Formal invitations are sent for the Induction Ceremony. Each year, Theta Xi Chapter awards a scholarship to one undergraduate and one graduate student. Applications and scholarship criteria are available in the Nursing Office, Science 3110.
APPENDIX I
The College of St. Scholastica
Duluth, Minnesota

Nursing Annual Health History Update
School Year ____________

*Fill out completely and return to Student Health Services

Name ___________________________________ Male   Female   Birthdate ___/___/____

Local Address
________________________________________________________________________
Number and Street    City          State
Zip

Students Local Phone
________________________________________________________________________

Parent/Guardian/Spouse/Partner ____________________ Home Phone________________

In case of emergency/illness at school, call: _________________________________________

Physician/Clinic _______________________________ Phone __________________

Within the last year have you had:

* Any serious illness, operation, hospitalization or accidents? Yes   No
If YES, please explain _____________________________________________________________
______________________________________________________________________________

* Any special health problems? Yes   No
If YES, please explain _____________________________________________________________
______________________________________________________________________________

* List current medications: _______________________________________________________
______________________________________________________________________________

* Allergies? Please list:____________________________________________________________
______________________________________________________________________________

* List current health concerns: ___________________________________________________
______________________________________________________________________________

* List past or chronic health concerns: _____________________________________________
______________________________________________________________________________

Signature ______________________________________ Date ____/____/____

Return completed form to: The College of St. Scholastica, Student Health Service, 1200 Kenwood Avenue, Duluth, MN 55811
Health Form Update 2005
APPENDIX 2
THE COLLEGE OF ST. SCHOLASTICA
Duluth, Minnesota
OFFICIAL ACCIDENT/INJURY/INCIDENT REPORT FORM

Every accident/incident must be reported. Please complete this form in its entirety.

PART I) To be completed by department head or area supervisor and forwarded immediately.

<table>
<thead>
<tr>
<th>Name of Person</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please Circle: Faculty / Staff / Student / Other</td>
<td>Gender: M F Marital Status: Married / Unmarried</td>
</tr>
<tr>
<td>Local Address</td>
<td>State</td>
</tr>
<tr>
<td>Perm. Address</td>
<td>State</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>Birth Date:</td>
</tr>
</tbody>
</table>

Type of Accident/Injury: (see categories on back of form - indicate letter)

PART I a) Injured Employees only

| Time employee began work on date of injury: | Date employer was notified of injury: | Was work time lost due to this injury? Y N |
| Date of first day of lost time: | Date employer was notified of lost time: | |

Incident with no Injury - (See Part III on back of form)

Exposure to Bloodborne Pathogens - (See Part IV on back of form)

Location (Building, Room, School Grounds, etc.)

Nature of Injury

Description of Accident: How did the accident happen? Were you present at the time of the accident? List specifically unsafe acts and unsafe conditions existing. If applicable specify any tool, machine, or equipment involved. Do not make factual statements of unwitnessed incidents. Use "the person states . . . " or "the person alleges . . . "

Witnesses: 1. Address
2. Address

Immediate Action Taken: By Whom:

Security Notified
CPR/First-Aid
Sent to Health Service
Sent to Physician
Sent Home
Sent to Hospital
Post Exposure Control

Was a family member or other individual notified? Yes No When How

Name of individual notified By whom

Person completing this section Ext.

PART II) To be completed by the injured party. Please describe how the accident occurred. Attach additional paper if more space is required.

_____________________________________________________________________________________

Signature Date

SEND ORIGINAL TO HUMAN RESOURCES IMMEDIATELY. HR WILL DISTRIBUTE TO THE FOLLOWING AREAS:

1. Injured employee or student employee--Human Resources
2. Injured student--Health Service and Facilities Office Manager
3. Injured visitor--Facilities Office Manager
4. Incident with no injury--Health and Safety Coordinator
PART III) Incident with no injury. To be completed by involved party.

Description of incident
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________
Recommendations to prevent recurrence
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________
Signature______________________________________________________________                    Date________________________________ 

Part IV) The College of St. Scholastica has offered to provide follow-up medical evaluation for me in order to assure that I have full knowledge of whether I have been exposed to or contracted an infectious disease from this incident.

After reading the information on Bloodborne Pathogens provided by the College:
A. I elect to receive follow-up post exposure medical evaluation:
   ☐ Through the College’s designated Healthcare facilities.
   ☐ Through my own Healthcare facility.

   ________________________________  ________________________________  ________________________________
   Signature                                                                                      Date

B. However, I of my own free will and volition, and despite the College’s offer, have elected not to have a post exposure medical evaluation.

   ________________________________
   Signature

   ________________________________  ________________________________
   Name (Please Print)                                                                                      Date

Witnessed by (Please Print)                                                                      College Position                           Date

Type of accident/injury: (select the one most closely related and indicate on front page)

A. **Body Stress** -- Refers to incidents where the accident/injury occurred as a result of the person performing a lifting task, or that occurred as a result of the person performing a lifting task while in an improper position. It also includes accidents caused by movement in an improper position even if lifting is not involved.

B. **Falls of Person** -- Refers to incidents where the person loses footing or physical equilibrium and falls onto or against something. It would also refer to incidents where the person slips but does not fall but an injury results from the reflex effort to regain physical equilibrium.

C. **Repetitive Motion** -- Refers to physical impairment that occurs as a result of a person performing a physical motion in an almost identical manner in relatively close succession. In most cases there is no single incident connected with this “injury.” In others, an incident may serve to bring the condition into sharp focus.

D. **Chemical Exposure** -- Refers to incidents where the accident/injury results from a person being exposed to chemical materials or fumes that produce physical injury.

E. **Thermal Burns** -- Refers to incidents where the accident/injury is a result of the person being exposed to a heat source that causes physical injury.

F. **Electrical Contact** -- Refers to incidents where the accident/injury is a direct result of the person coming in contact with a source of electrical current of sufficient voltage and amperage as to cause physical injury, or to cause a reflex or spasmodic reaction which in turn causes physical injury.

G. **Struck By Or Against** -- Refers to incidents where the accident/injury is a direct result of a person being struck by a moving object or by bumping against an object. If a slip or fall is involved, use “Fall of Person.”

H. **Eye Injury** -- Refers to any incident that produces an injury to a person’s eye.

I. **Miscellaneous** -- Refers to all accident/injuries that cannot be classified in one of the categories listed above. Effort should be made to try to fit one of the specific categories rather than use “Miscellaneous.”

J. **Bloodborne Pathogen** -- Pathogenic microorganisms that are present in human blood and can infect and cause disease in humans.

ADDITIONAL ACCIDENT/INJURY FORMS AVAILABLE IN HUMAN RESOURCES.  Revised 3/98
## APPENDIX 3
### TRADITIONAL UNDERGRADUATE NURSING MAJOR
#### SCHOOL OF NURSING
Classes Graduating in 2008 and 2009

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>* DGN 1101 The Responsible Self</td>
<td>* DGN 1102 And Dignity for All</td>
</tr>
<tr>
<td>* ENG 1110 First Year Composition</td>
<td>* CTA 1102 Human Communication</td>
</tr>
<tr>
<td>* SOC 1125 Concepts &amp; Principles of Sociology OR SOC 2433 Family &amp; Society</td>
<td>* BIO/CHM 1030 Biochemistry and Cell Biology</td>
</tr>
<tr>
<td>* CHM 1020 General &amp; Organic Chemistry</td>
<td>* PSY 2208 Lifespan Developmental Psychology</td>
</tr>
</tbody>
</table>

**GENERAL ED COURSE(S)**

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>* PSY 3341 Intro to Counseling</td>
<td>* BIO 2250 Microbiology (fall or spring)</td>
</tr>
<tr>
<td>** BIO 2110 Vertebrate Anatomy/Physiology I</td>
<td>* BIO 2120 Vertebrate Anatomy/Physiology II</td>
</tr>
<tr>
<td>* BIO 2250 Microbiology (fall or spring)</td>
<td>* Nutrition Course I (TBD)</td>
</tr>
</tbody>
</table>

**GENERAL ED COURSE(S)**

### GENERAL EDUCATION REQUIREMENTS

**GENERAL EDUCATION REQUIREMENTS**

**Freshman Requirement (12 Credits)- Dignitas**

<table>
<thead>
<tr>
<th>requirement</th>
<th>course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DGN 1101 (2 cr) and 1102 (2 cr) and ENG 1110 and CTA 1102</td>
<td></td>
</tr>
</tbody>
</table>

**General Education Pathways**

1. CULTURAL DIVERSITY
2. SOCIAL SCIENCE (met by SOC 1125 or SOC 2433)
3. WORLD LANGUAGES
4. LITERATURE
5. ANALYTICAL REASONING (met by PSY 3331)
6. NATURAL SCIENCE (met by CHM 1020 or BIO/CHM 1030)
7. HISTORY
8. FINE ARTS
9. PHILOSOPHY (not PHL 1105)
10. RELIGIOUS STUDIES
11. GENERAL EDUCATION UPPER DIVISION WRITING ELECTIVE—must be taken at CSS

A flagged course could be used to satisfy the cultural diversity requirement and one other general education requirement.

THE ABOVE GENERAL EDUCATION REQUIREMENTS, EXCEPT FOR #10 RELIGIOUS STUDIES AND #11 UPPER DIVISION WRITING, CAN ALSO BE MET BY AN A.A. DEGREE FROM A MINNESOTA COMMUNITY COLLEGE THAT MEETS THE MTC (MINNESOTA TRANSFER CURRICULUM).

### ADDITIONAL NURSING REQUIREMENTS TO BE COMPLETED PRIOR TO APPLYING TO THE MAJOR:

- 2 year Health Care Provider certification in CPR for Infants, Children and Adults.
- Required Health Immunizations and Physical Exam.
- Nursing Assistant course followed by current State Registration as a CNA (Certified Nursing Assistant) or NA-R (Nursing Assistant Registered).

* THESE COURSES OR THEIR EQUIVALENT ARE REQUIRED EITHER PRIOR TO ENTRY INTO THE NURSING MAJOR, OR CONCURRENTLY WITH NSG 2200.

** THIS COURSE IS REQUIRED PRIOR TO TAKING NSG 2200.

Approved by the Undergraduate Curriculum Committee 06/06. Approval by the CSS Curriculum Committee is pending.
NSG schema for classes graduating 2008 and 2009
September 2006