School of Nursing

The Department of Undergraduate Nursing Student Handbook 2020 - 2021
The College of St. Scholastica
Values from the
Benedictine Heritage

Community
Sharing responsibility to create and support community. Creating a climate which promotes a sense of community while valuing the uniqueness of the individual. Manifesting an ability to adapt to circumstances without compromising our values.

Hospitality
Creating a welcoming atmosphere personally and institutionally. Listening and responding sensitively to all. Extending warmth and acceptance to all. Welcoming new ideas and being open to change.

Respect
Cherishing and promoting the worth of all human life. Treating persons with dignity and reverence without regard to age, gender, race, minority, sexual preference or economic status. Honoring and supporting the spirituality of each person. Valuing the dignity of all work. Promoting participation of all persons in the decisions affecting their lives.

Stewardship
Utilizing human resources responsibly. Providing wise and respectful use of all material and monetary resources. Promoting prudent use of resources and energy. Finding time for work, play and prayer in daily life, which will promote physical, mental and spiritual growth.

Love of learning
Preserving the intellectual and material heritage entrusted to us by past generations. Transmitting the treasures of human culture to new generations. Creating scholarly, artistic and scientific works which enrich and enlarge human life. Integrating thought and action as complementary aspects of a full human life.
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The purpose of this handbook is to provide a ready reference to policies and procedures specific to baccalaureate nursing students at The College of St. Scholastica. It is the student’s responsibility to become familiar with the policies and procedures in *The College of St. Scholastica Student Handbook* and *The College of St. Scholastica Undergraduate Catalog*. This handbook supplements these College-wide publications and provides specific information about the policies and procedures of the School of Nursing. Changes or updates to this handbook are made at the end of each academic year and published before the next. Changes made during the academic year will be communicated to current students via The College of St. Scholastica email.

Students should consult their advisor if they have questions not addressed in these documents.

The College of St. Scholastica does not discriminate on the basis of age, race, color, national origin, sex, or handicap in its programs and activities. Inquiries regarding the nondiscrimination policies are handled by the Center for Equal Access which is located in SCI 1115, (218) 625-4891.
MISSION STATEMENT OF THE SCHOOL OF NURSING

The School of Nursing educates students to be socially conscious and morally responsible nurse leaders who promote holistic health for all.

VISION STATEMENT OF THE SCHOOL OF NURSING

Consistent with the Benedictine tradition and Catholic Social Teaching, the School of Nursing envisions a world where all have access to the conditions necessary for health and human flourishing.

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 self and others in health and illness at life’s most significant and vulnerable moments, from birth to death. At these moments, a person’s experience of health and illness is inseparable from the nurse’s intention, presence, and skilled action.

The meaningful work of Nursing is accomplished in a relational environment of connection, compassion, caring, creativity, and critical intention. The profession is informed not only by evidence from discipline-specific knowledge and intuition but also the liberal arts and sciences, technology, integrative therapies, and the healing power of the therapeutic relationship.

In its healing relationships with individuals, families, colleagues, communities, and populations, Nursing first and foremost respects and upholds the inherent dignity and worth of all persons. The least among us have been created by God and have infinite capacity for healing, change, growth, and development. Nursing works in committed partnership with those it serves to use its specialized knowledge of health and illness to actualize that capacity, to reduce health disparities, and to integrate principles of social justice into practice. Nursing’s commitment to the dignity and uniqueness of all persons is supported by commitments to self-care and to the integrity of the profession.
SCHOOL OF NURSING INCLUSIVITY STATEMENT

Nurses are called to promote human dignity and advocate for human rights. Because of an ever changing cultural environment in nursing and health care, an open dialogue must occur in a safe environment in which students and faculty can engage in conflictual discussions, challenge provocative comments, and evaluate aspects of structural dynamics that perpetuate injustice and exclusion in educational, work, and community environments.

Bringing attention to expressions of cultural bias is a way to model inclusivity and diversity. At any time during the course, a “pause,” or “moment of consideration” can be requested. This can and should be done by anyone, student or faculty, in order to facilitate helpful dialogue around sensitive issues such as stereotyping. These moments are times for all of us to learn how to become more aware of our language and actions (or inactions). Such dialogue may pertain to stereotypes related to race and ethnicity, religion, age, ability, sex, gender identity, sexual preference, weight, economic status, and anything that may impact the dignity of persons.

We wish to foster an inclusive culture that fosters equitable and empathic treatment of students, patients and instructors. These moments of consideration are welcome in the classroom and are essential aspects of learning in this course.

SON ORGANIZATIONAL CHART
Executive Summary: The Essentials of Baccalaureate Education for Professional Nursing Practice (2008)

This Essentials document serves to transform baccalaureate nursing education by providing the curricular elements and framework for building the baccalaureate nursing curriculum for the 21st century. These Essentials address the key stakeholders’ recommendations and landmark documents such as the IOM’s recommendations for the core knowledge required of all healthcare professionals. This document emphasizes such concepts as patient-centered care, interprofessional teams, evidence-based practice, quality improvement, patient safety, informatics, clinical reasoning/critical thinking, genetics and genomics, cultural sensitivity, professionalism, and practice across the lifespan in an ever-changing and complex healthcare environment.

Essentials I-IX delineate the outcomes expected of graduates of baccalaureate nursing programs. Achievement of these outcomes will enable graduates to practice within complex healthcare systems and assume the roles: provider of care; designer/manager/coordinator of care; and member of a profession. Essential IX describes generalist nursing practice at the completion of baccalaureate nursing education. This Essential includes practice-focused outcomes that integrate the knowledge, skills, and attitudes delineated in Essentials I – VIII. The time needed to accomplish each Essential will vary, and each Essential does not require a separate course for achievement of the outcomes.

The nine Essentials are:

- **Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice**
  - A solid base in liberal education provides the cornerstone for the practice and education of nurses.

- **Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety**
  - Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

- **Essential III: Scholarship for Evidence Based Practice**
  - Professional nursing practice is grounded in the translation of current evidence into one’s practice.

- **Essential IV: Information Management and Application of Patient Care Technology**
  - Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

- **Essential V: Health Care Policy, Finance, and Regulatory Environments**
  - Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

- **Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes**
  - Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.
● **Essential VII: Clinical Prevention and Population Health**
  o Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

● **Essential VIII: Professionalism and Professional Values**
  o Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

● **Essential IX: Baccalaureate Generalist Nursing Practice**
  o The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
  o The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

Learning opportunities, including direct clinical experiences, must be sufficient in breadth and depth to ensure the baccalaureate graduate attains these practice-focused outcomes and integrates the delineated knowledge and skills into the graduate’s professional nursing practice. Clinical learning is focused on developing and refining the knowledge and skills necessary to manage care as part of an interprofessional team. Simulation experiences augment clinical learning and are complementary to direct care opportunities essential to assuming the role of the professional nurse. A clinical immersion experience provides opportunities for building clinical reasoning, management, and evaluation skills.


Faculty has developed the curriculum and program outcomes for the undergraduate nursing tracks. The program outcomes are derived from the above mentioned professional guiding documents, Minnesota Nurse Practice Act, and The College of St. Scholastica’s institutional mission and Benedictine Values.

**BACCALAUREATE PROGRAM OUTCOMES**

Upon completion of program of study, the graduate will earn a Bachelor of Science Degree with a major in Nursing and will:

1. Synthesize knowledge from nursing, the arts and sciences and the Benedictine values in the holistic practice of professional nursing.
2. Demonstrate values and behaviors consistent with professional nursing standards.
3. Demonstrate competence in utilizing patient care technologies and information system technologies in dynamic healthcare environments.
4. Integrate effective inter-professional collaboration into practice to enhance the health of all patients, including diverse and vulnerable populations.
5. Utilize knowledge of healthcare policy and evidence-based nursing to advocate for the quality and safety of patient care.
STUDENT RESPONSIBILITIES

School of Nursing Technology Requirements Checklist
https://docs.google.com/document/d/1h3xyQjVlLyK107709aYsqiG5s576GhLUTi02NZFaUCY/edit?ts=5ebd5f3f

In order to ensure all nursing students have the technology they need to be successful in their courses the SON will now require all undergraduate and graduate students in our programs to own or have access to electronic devices that support the exam and simulation software used in their programs. Tablets do not support these software programs and resources. The specifications are described below:

1. A laptop or desktop computer.

Either:

☐ Mac OS 10.13 or higher ("High Sierra," "Mojave," "Catalina," or newer) or
Windows 10 (patched & updated)

note: windows 8 & earlier is not acceptable. MacOS "Sierra" and earlier are not acceptable.

note: due to exam and simulation software requirements, a tablet or chromebook are not acceptable as the students *sole* computer. These devices may be used in class or other situations for casual use, but are not compatible with nursing software needs.

2. Peripherals

The following are typically part of the laptop or monitor. You must have one each of the following:

☐ web-enabled camera
☐ microphone
☐ speakers/headphones

3. Anti-Virus

☐ In addition, all students are required to have anti-virus software on their computers. This software must be updated regularly (no less frequently than weekly).

4. Word Processing, Spreadsheet, Presentation Software

- Both Microsoft Office and Google Suite are available free for students.

☐ Office is available here: https://www.css.edu/office/
G-suite is available here: https://drive.google.com/ (log in with your css.edu account)

The College strongly recommends using a computer that was purchased within the last 2 years. Older computers frequently cannot handle software requirements.

In many cases, financial aid may be used to cover the cost of a new computer. If you would like to explore this possibility, please discuss with a financial aid counselor.

**STUDENT CODE OF CONDUCT**

Students are expected to behave in accordance with The College Code of Conduct at a minimum, and as pre-professional students to also abide by the standards and codes of the nursing profession. The SON follows College policies regarding Academic Honesty (pg. 15), and College Code of Conduct violations: http://www.css.edu/student-affairs/student-life/table-of-contents-for-student-code-of-conduct-and-policy-library.html#CodeOfConduct

The faculty of the School of Nursing adhere to the standards and codes developed by the American Nurses Association (ANA). A code of ethics is a central and critical component of a profession. The *Code of Ethics for Nurses* (ANA, 2015) reflects our fundamental values as professional nurses and serves as a social contract with the public we serve. Students in the School of Nursing are viewed as developing professionals. For this reason, attainment of desired professional behaviors in addition to academic achievement is necessary for progression in a program of study. It is expected that all students will adhere to this professional code in all of their nursing activities (class, lab, clinical experiences, and any time a student is representing the School of Nursing).

Provision 1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
Provision 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

**Professional Behaviors and Academic Integrity: Classroom, Online, Clinical**

As in all professional environments, the following behaviors demonstrate commitment to professional standards of conduct:

- Actively promotes the highest level of moral and ethical principles for self and others, and accepts responsibility for own actions.
- Treats others with respect and promotes an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- Collaborates with and respects the work of classmates.
- Is respectful of all faculty and staff involved in the administration and delivery of the program.
- Demonstrates good judgment, completes all responsibilities related to the safe nursing care of his/her patients and their families.
- Develops and maintains professional relationships that are mature, sensitive, and effective under highly stressful circumstances in environments that can change rapidly in unpredictable and significant ways.
- Demonstrates empathy and caring for others and acts with integrity in all situations.
- Exhibits a positive attitude and respectful behavior during class, lab, and clinical experiences as well as during all other activities associated with the program and profession. Positive attitude includes interest, punctuality, willingness to teach others, willingness to learn and share in educational experiences, as well as the ability to receive feedback and evaluation in a self-reflective and non-defensive manner.
- Strives to achieve and maintain an optimal level of personal wellness (i.e. coming to clinical well-rested, abstain from the use of alcoholic beverages/substances in the academic and clinical setting which may impair judgment).
- Health Insurance Portability and Accountability Act (HIPAA) regulations must be followed at all times.
- Professional values, ethical standards, and adherence to HIPAA requirements extend to all forms of social media. Violations in relation to these professional standards and behaviors may result in exclusion from the nursing program.
- Upholds the Benedictine values, College and School policies and regulations related to academic and clinical performance.

### Summary of Expected Professional Behaviors for ALL Students

<table>
<thead>
<tr>
<th>Classroom/Lab</th>
<th>Online</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is on time for scheduled classes</td>
<td>Is on time for scheduled synchronous sessions</td>
<td>Is on time for clinical per instructor directions</td>
</tr>
<tr>
<td>Attendance is required. Any absences must be communicated to faculty per course syllabus.</td>
<td>Attendance is required. Any absences must be communicated to faculty per course syllabus.</td>
<td>Attendance is required. Any absences must be communicated to faculty per course syllabus.</td>
</tr>
<tr>
<td>Attends all classes and is equipped and well-prepared</td>
<td>Attends all scheduled mandatory synchronous sessions and is equipped and well-prepared</td>
<td>Attends all clinical experiences and is equipped and well-prepared</td>
</tr>
<tr>
<td>Adheres to dress code where applicable</td>
<td>Adheres to dress code where applicable</td>
<td>Adheres to dress code of school and clinical site</td>
</tr>
<tr>
<td>Completes assignments on time and submitted per instructor direction</td>
<td>Completes assignments on time and submitted per instructor direction</td>
<td>Completes assignments on time and submitted per instructor direction</td>
</tr>
<tr>
<td>Being attentive to and demonstrating respectful behaviors towards the faculty/section instructor presenting the class</td>
<td>Being attentive to and demonstrating respectful behaviors towards the faculty/section instructor presenting the class; this includes virtual and asynchronous coursework</td>
<td>Being attentive to and demonstrating respectful behaviors towards the faculty/section instructor leading the clinical experience.</td>
</tr>
<tr>
<td>Being attentive to and respectful of classmates discussing questions, cases or issues raised during class</td>
<td>Being attentive to and respectful of classmates discussing questions, cases or issues raised during class</td>
<td>Being attentive to and respectful of classmates discussing questions, cases or issues raised during clinical</td>
</tr>
<tr>
<td>Appropriately seeks feedback and is receptive to feedback, incorporating feedback into work</td>
<td>Appropriately seeks feedback and is receptive to feedback, incorporating feedback into work</td>
<td>Appropriately seeks feedback and is receptive to feedback, incorporating feedback into work</td>
</tr>
<tr>
<td>Communicates with faculty, staff, and peers in a respectful manner</td>
<td>Communicates with faculty, staff, and peers in a respectful manner, including netiquette</td>
<td>Communicates with faculty, peers, agency staff, patients and families in a respectful manner</td>
</tr>
<tr>
<td>Identifies learning needs; educates self; uses professional resources</td>
<td>Identifies learning needs; educates self; uses professional resources</td>
<td>Identifies learning needs around client issues; educates self; uses professional resources</td>
</tr>
<tr>
<td>Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of</td>
<td>Refrain from any deliberate action or omission of care in the academic or clinical setting that</td>
<td>Refrain from any deliberate action or omission of care in the academic or clinical setting that</td>
</tr>
<tr>
<td>Injury to the client, self, or others.</td>
<td>Creates unnecessary risk of injury to the client, self, or others.</td>
<td>Creates unnecessary risk of injury to the client, self, or others.</td>
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<tr>
<td>---------------------------------------</td>
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<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Engages in self-reflection regarding cultural differences. Seeks to foster an inclusive environment. Lives out the value of respect and is nonjudgmental about cultural, ethnic and personal differences</td>
<td>Engages in self-reflection regarding cultural differences. Seeks to foster an inclusive environment. Lives out the value of respect and is nonjudgmental about cultural, ethnic and personal differences</td>
<td>Engages in self-reflection regarding cultural differences. Seeks to foster an inclusive environment. Lives out the value of respect and is nonjudgmental about cultural, ethnic and personal differences</td>
</tr>
<tr>
<td>Maintains confidentiality of clinical information; HIPAA regulations must be followed</td>
<td>Maintains confidentiality of clinical information; HIPAA regulations must be followed</td>
<td>Maintains confidentiality of clinical information; HIPAA regulations must be followed</td>
</tr>
<tr>
<td>Is accountable for own learning; practices academic integrity, including communication in a timely manner</td>
<td>Is accountable for own learning; practices academic integrity, including communication in a timely manner</td>
<td>Is accountable for own learning; practices academic integrity, including communication in a timely manner</td>
</tr>
<tr>
<td>Communicates and exchanges clinical information effectively, accurately, and in a timely manner with faculty, staff, and colleagues. Describe the health history, patient problems, and interventions to address clinical concerns. Offer care and communicate effectively in diverse settings and with all patient populations.</td>
<td>Communicates and exchanges clinical information effectively, accurately, and in a timely manner with faculty, staff, and colleagues. Describe the health history, patient problems, and interventions to address clinical concerns. Offer care and communicate effectively in diverse settings and with all patient populations.</td>
<td>Communicates and exchanges clinical information effectively, accurately, and in a timely manner with faculty, staff, colleagues and clinical partners. Offer care and communicate effectively in diverse settings and with all patient populations.</td>
</tr>
<tr>
<td>Maintains all clinical compliance and verifications as required.</td>
<td>Maintains all clinical compliance and verifications as required.</td>
<td>Maintains all clinical compliance and verifications as required.</td>
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</tbody>
</table>

*Military duty is considered an excused absence. Military students MUST notify the College (Veteran Services Coordinator) and nursing Program Director as soon as possible of pending activation. Students should work with instructors proactively if possible to plan for makeup of work missed. In case of No Notice Activation, students should do their best to notify someone at the school as soon as possible. For readmission following active duty, students should contact the department chair as soon as possible.*

*School-sanctioned activities are considered an excused absence. Students should work with instructors proactively to plan for makeup of work missed.*
*Students with disabilities are entitled to appropriate accommodations. It is the student’s responsibility to notify the Equal Access Center as soon as possible each semester/term the student is seeking accommodation(s).

STUDENT CODE OF CONDUCT PLEDGE – Appendix A

TECHNICAL STANDARDS

The College of Saint Scholastica is committed to diversity and to attracting and educating students who will make the population of health care professionals representative of the national population. The Benedictine values of respect, community, love of learning, hospitality and stewardship translate into our work with all students, including those with disabilities. The College of Saint Scholastica actively collaborates with students to develop innovative ways to ensure accessibility and creates a respectful, accountable culture through our confidential and specialized disability support. The College of Saint Scholastica is committed to excellence in accessibility; we encourage students with disabilities to disclose and seek accommodations.

The College of Saint Scholastica School of Nursing provides the following examples of technical standards to inform incoming and enrolled students of the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing curriculum and provide effective and safe health care. To matriculate (enroll) the student must meet technical standards with or without reasonable accommodations and maintain related satisfactory demonstration of these standards for progression through the program.

If you had sufficient education would you be able to perform the following technical standards:

Acquire information:
- Acquire information from demonstrations and experiences in nursing courses such as lecture, lab, group, and physical demonstrations.
- Acquire information from written documents and computer systems (e.g., literature searches & data retrieval).
- Recognize and assess patient changes in mood, activity, cognition, verbal, and non-verbal communications.

Use and Interpret:
- Use and interpret information from assessment techniques/maneuvers such as those involved in assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.
- Use and interpret information related to physiologic phenomena generated from diagnostic tools (i.e., sphygmomanometer, otoscope, ophthalmoscope) during a comprehensive examination of a client or patient.

Motor:
- Possess psychomotor skills necessary to provide holistic nursing care and perform or assist with procedures, treatments, and medication administration.
• Practice in a safe manner and appropriately provide care in emergencies and life support procedures and perform standard precautions against contamination.

**Communication:**

• Communicate effectively in verbal, written, and electronic formats.
• Communicate effectively and sensitively with patients and families.
• Communicate effectively with faculty, preceptors, and all members of the healthcare team during practicum and other learning experiences.
• Accurately elicit information including a medical history & other information to adequately and effectively evaluate a client or patient’s condition.

**Intellectual ability:**

• Measure, calculate, reason, analyze, and synthesize data related to patient diagnosis and treatment of patients.
• Exercise proper judgment and complete responsibilities in a timely and accurate manner according to the generalist and/or advanced generalist nursing role.
• Synthesize information, problem solve, and think critically to judge the most appropriate theory or assessment strategy.

**Behavioral:**

• Maintain mature, sensitive, and effective relationships with clients/patients, families, students, faculty, staff, preceptors and other professionals under all circumstances.
• Exercise skills of diplomacy to advocate for patients in need.
• Possess emotional stability to function under stress and adapt to changing environments inherent to the classroom and practice settings with or without accommodations.

**Character:**

• Show concern for others, integrity, accountability, interest, and motivation.
• Demonstrate intent and desire to follow the ANA Standards of Care and Nursing Code of Ethics.

The College of Saint Scholastica wishes to insure access to its facilities, programs, and services are available to students with disabilities. The college provides reasonable accommodations to students on a nondiscriminatory basis consistent with legal requirements as outlined in the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Act Amendments ACT (ADAAA) of 2008, and the Rehabilitation Act of 1973.

A reasonable accommodation is a modification or adjustment to an instructional activity, facility, program or service that enables a qualified student with a disability to have an equal opportunity to participate in all College of Saint Scholastica student activities. To be eligible for accommodations, a student must have a documented disability as defined by the ADA and Section 504 of the Rehabilitation Act of 1973. Disability is defined as (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or (c) being regarded as having such a condition.
Decisions regarding reasonable accommodation are determined on a case by case basis taking into consideration each student’s disability-related needs, disability documentation and program requirements. While The College of Saint Scholastica will make every effort to work with students with disabilities to accommodate their disability-related needs, the College of Saint Scholastica is not required to provide accommodations that fundamentally alter or waive essential program requirements.

Students who, after review of the technical standards determine that they require accommodation to fully engage in the program, should contact The Center for Equal Access to discuss their accommodations needs. Given the clinical nature of our programs additional time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

EQUAL ACCESS STATEMENT

Students with disabilities, students who sustained injury in active military service, and students with chronic medical conditions are entitled to appropriate and reasonable auxiliary aids and accommodations through The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. It is the student's responsibility to notify the Center for Equal Access as soon as possible to ensure that such accommodations are implemented in a timely fashion. For more information or to request academic accommodations, please contact the Center for Equal Access by checking their website at www.css.edu/access or by emailing them at access@css.edu.

Notice of Accommodation must be sent to faculty, therefore requested by the student every semester. Students who wish to use accommodations must follow specific procedures set by the Center for Equal Access. This includes alternative testing environments, which requires at least 5 business days advanced notice and requested via the online alternative test request form. Nursing exams must be scheduled at the same time as the scheduled exam date.

- If you know you have a pre-existing disability or medical condition that may affect your ability to deliver SAFE patient care; refer to the Center for Equal Access for advisement.
- If you experience an injury that lasts more than a week and temporarily prevents you from attending clinical or class:
  - Refer to the Center for Equal Access for advisement.
  - Notify your course coordinator, clinical instructor (if applicable) and program director you will not be in clinical.

POLICIES AND PROCEDURES

BACKGROUND STUDIES (See Clinical Compliance Policy – Appendix F)

Background studies are required by the Minnesota Department of Human Services and healthcare agencies where students have clinical experiences. Study findings are reviewed by the School of Nursing and respective clinical agencies.
NOTE: Students who refuse to submit to the required background studies or the report identifies a disqualifying event, as defined by Minnesota Statutes (https://www.revisor.mn.gov/statutes/?id=245C.15) and the School of Nursing, may be dismissed from the program. Background study findings may impact a student’s ability to obtain clinical placement and progress in a nursing program.

Background Study Findings

If any report contains disqualifying information the following steps will occur:

- The Chair of the Department will review the results of the background studies;
- Students will submit additional information related to the findings, as requested, such as a written explanation, court documents, Board of Nursing documents, and police reports;
- If allowed to progress in the respective program, clinical agencies will review study findings.
  - *A clinical agency may refuse placement at their facility;
  - **If placement is denied, the School will make a reasonable attempt to find alternate placement for the student. If placement cannot be found, the student will be withdrawn from their respective program as unable to complete program requirements.
- Decisions made related to the background study review of applicants are final.
  - A student may choose to appeal the decision, to the School of Nursing Dean.
  - Time required to initiate and complete an appeal may result in loss of admission for that particular semester. The student may reapply for a subsequent semester pending a favorable outcome from the appeal, or stop out for a defined period of time.

GRADING

The following scale is used in all nursing courses (there is no rounding up on grades):

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

NOTE: A grade of C or above is necessary for progression in the nursing major.

WRITING STYLE

APA format is the expected writing style for all nursing course written work. The Publication Manual of the American Psychological Association is the reference text for this style.
LATE ASSIGNMENT POLICY

Traditional and Post-Bacc Nursing Tracks
The ability to meet deadlines and deliver care in a timely manner is critical to the nursing profession. Class and clinical assignments are expected to be turned in on (or before) the date and time assigned. Students who submit assignments after the due date or time will receive 50% of their earned grade up until 48 hours. For example, if a student earns 80% on work submitted after the due date, they would receive 40% for that assignment. After 48 hours, late work will NOT earn any points however, to pass a nursing course all assignments listed in the course syllabus must be turned in at a satisfactory level whether the student receives points or not. A satisfactory assignment would be determined by faculty discretion or a “Pass” for pass/fail grading rubrics.

If serious issues or military activation arise that impact the ability to turn in assigned work on time, students must contact their instructor prior to the due date and time to discuss alternatives. Please refer to the Professional Code of Conduct.

RN to BS Nursing Track
An RN to BS student may be unable to submit a class assignment on a timely basis due to extenuating circumstances, such as work, health, or family issues. Professional behavior requires that the student contact the instructor prior to the due date to request an extension on an assignment.

The penalty for unexcused late assignments (discussion boards, papers, etc) is 10% each day. Eight days after the due date, no points will be awarded, however the completed assignment still needs to be submitted to receive a final grade for the course.

ACADEMIC PROGRESSION IN THE MAJOR

Policy:
In order to graduate from any Undergraduate Nursing Track, all general education requirements and all nursing program requirements must be successfully completed. All required prerequisite, co-requisite and nursing courses must be completed with a C or higher if taken at CSS, or a B or higher if transferred from another institution. For RN to BS nursing students, the nursing portfolio (or portfolio alternative) must be successfully completed prior to degree conferral. Any request for exceptions to this policy should be addressed to the Chair of the Undergraduate Nursing Department.

For courses with multiple components (clinical, lab, theory), all components must be satisfactorily completed to pass the course. A student who fails any component (clinical, lab, theory), fails the course irrespective of achievement in the other areas. Course failure may result in delayed program completion due to the respective nursing schema. Progression in the nursing major is based upon departmental policy and course requirements. If a student reapplyes for admittance, his or her application will be considered on an equal basis with all other applications.
Pre-Licensure (Traditional & Post-Bacc Nursing):
A student who fails a nursing course(s), must make an appeal to the Undergraduate Nursing Retention & Progression Committee in order to retake the course and remain in or progress in the program. A second failure of any course may result in dismissal from the program.

The course faculty will meet with the student to describe the Retention & Progression process. Faculty may confer with the Program Coordinator for information or assistance. Course faculty will refer the student’s case to the RPC (via their program coordinator) along with their recommendation for future action. The student may also meet with their advisor to develop a plan for future success.

The student will send a letter to the department Chair (who chairs the RPC) to describe the reasons for their course failure, their request for retaking the course or progressing in the program, and their action plan for future success. The letter will be shared with the committee before the meeting.

The student may request to attend the meeting, and may bring a support person. This request should be made to the department Chair. The support person may not speak during the meeting but may take notes. Audio and video recording is prohibited unless permission is granted by the committee Chair.

The RPC will determine whether the student must retake the course, progress in the program or be dismissed. Graduation will be delayed for students who are allowed to repeat a course as they will need to change cohorts. If they have been absent from clinical rotations for more than 3 months they may be required to audit one course to review nursing skills needed for safe practice before participating in clinical rotations again.

Students may be placed on academic probation before dismissal if the RPC determines this would help support the student, but this is not a required step before dismissal. A second failure of any course, with or without probation, may result in dismissal from the program.

After dismissal if a student applies for readmission to the program they must meet the criteria for admission and will compete for a seat along with new applicants.

Post-Licensure (RN to BS Nursing):
Nursing courses may not be repeated more than once. Therefore, a student who fails a nursing course a second time may not progress and will be dismissed from the program.

BEHAVIORAL PROGRESSION IN THE MAJOR

If a student has violated the College Code of Conduct, the Academic Integrity policy, or the SON Code of Conduct, faculty will document the event, student response, action plan, and evaluation of the action plan on the Feedback Form (Appendix B). Once completed, this form is forwarded to the Program Director, then the Department Chair, and filed in the student’s Nursing Office file.
If the Action Plan has not been successfully met by the student as documented in the final evaluation between faculty and student, the faculty should confer with the Program Director to determine whether the case should be referred to the Undergraduate Nursing Retention and Progression Committee. Options determined by this committee include academic or behavioral probation and/or program dismissal.

PROFESSIONAL BEHAVIOR STUDENT FEEDBACK FORM – Appendix B

ACADEMIC HONESTY POLICY AND DISHONESTY PROCEDURES

These policies and procedures apply across the College, at the undergraduate and graduate levels and on all campuses.

Policy
Academic honesty and integrity are highly valued at The College of St. Scholastica. Academic dishonesty seriously violates the integrity of the academic enterprise and will result in academic penalties up to and including dismissal from the College.

Definition
Academic dishonesty can include 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.

Collaborative Work
Faculty should make clear the degree of cooperation that is authorized for group projects as well as what behaviors constitute academic dishonesty within group work. Students are 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.

REPORTING ACADEMIC DISHONESTY

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. Not reporting witnessed dishonesty is also academic dishonesty. In nursing, it is a matter of safety. If a faculty member has determined that a student has been academically dishonest, the violation must be reported
to the Program Director, Department Chair, Dean of the School of Nursing, and Vice President of Academic Affairs.

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 of the course. In addition to the course-level sanction, a department may deny admission to or dismiss from a program a student who has engaged in academic dishonesty. The Vice President of Academic Affairs may impose additional requirements (such as counseling or remediation) or additional sanctions, up to and including dismissal from the College, even on the first instance of academic dishonesty.

Appeals
An aggrieved student may appeal any adverse decision regarding academic dishonesty by following the procedure outlined in the academic appeal procedure in the CSS Student Handbook.

If a student has violated the College Code of Conduct, the Academic Integrity policy, or the SON Code of Conduct, faculty will document the event, student response, action plan, and evaluation of the action plan on the Feedback Form (Appendix B). Once completed, this form is forwarded to the Program Director, then the Department Chair, and filed in the student’s Nursing Office file.

If the Action Plan has not been successfully met by the student as documented in the final evaluation between faculty and student, the faculty should confer with the Program Director to determine whether the case should be referred to the Undergraduate Nursing Retention and Progression Committee. Options determined by this committee include academic or behavioral probation and/or program dismissal.

PROGRESSION PROBATION AND/OR DISMISSAL FROM A PROGRAM - Appendix C

ABSENCES

● Military duty is considered an excused absence. Military students MUST notify the College (Veteran Services Coordinator) and nursing program director as soon as possible of pending activation. Students should work with instructors proactively if possible to plan for makeup of work missed. In case of a No Notice Activation, students should do their best to notify someone at the school as soon as possible. For readmission following active duty, students should contact the department chair as soon as possible (the College complies with 34 C.F.R. 668.8, Executive Order 13607 and the Principles of Excellence, DoDI 1322.25, March 15, 2011, and Title IV by readmitting service members whose progress in a program was interrupted due to a Military service obligation).

● School-sanctioned activities are considered an excused absence. Students should work with instructors proactively to plan for makeup of work missed.

● Work is not an excused absence.
● Absence for other personal reasons may or may not be accommodated at the discretion of the faculty.

LEAVE OF ABSENCE

If an absence is requested for a non-medical reason or in the event of a non-medical emergency, students are advised to notify the Program director (for RN to BS students, also notify your advisor) as soon as this information is available. **This does not apply to activated military students.**

Pre-Licensure (Traditional & Post-Bacc Nursing):
Policy:
To qualify for readmission, a Leave of Absence (LOA) request should be submitted in writing and discussed with the Chair of the Undergraduate Nursing Department. The student must re-apply in writing as soon as possible but no later than two 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.

Procedure:
Submit a written letter of intent to the Chair of the Undergraduate Nursing Department. Notify the Chair no later than 2 months prior to return. Prior to re-entering the program a demonstration of knowledge and abilities may be required; this may include paying a faculty member to assess this knowledge.

Post-Licensure (RN to BS Nursing):
Policy:
Students who plan to not attend for one term or more must contact the RN to BS advisor prior to that term. Students returning after one year (6 consecutive terms) must reapply to the program and follow new degree requirements, if applicable.

MEDICAL 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 their advisor and Program director 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.
A student that has a temporary injury that interferes with their ability to perform in the classroom or clinical setting may seek guidance through The Center for Equal Access in Science 1115, by phone at 218-625-4891; or via e-mail at access@css.edu
CONFLICTS/GRIEVANCES

Policy:
Students who express a concern regarding a course or a faculty/staff member should follow the following protocol.

Procedure:
1. The student should discuss the matter with the faculty/staff member directly involved and attempt to resolve the issue.
2. In the event the issue is not resolved or if it is not possible to contact the individual, the issue may be brought to the Program director.
3. If the problem is still not resolved, the student may contact the Chair of the Undergraduate Nursing Department, who will also consult with the Dean.
4. 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’s Student Handbook: css.edu/studenthandbook

Link to the Undergraduate catalog:

Link to the Academic Appeals Procedure:
http://resources.css.edu/administration/VPAA/AcademicAppealProcedure.pdf

PUBLIC HEALTH REGISTRATION

Pre-Licensure (Traditional & Post-Bacc Nursing): Once a student has passed the NCLEX, the student may apply for Public Health Registration through the Minnesota Board of Nursing website.

Post-Licensure (RN to BS Nursing): Once a student’s CSS degree is conferred, the student may apply for Public Health Registration through the Minnesota Board of Nursing website. https://mn.gov/boards/nursing/licensure/licensure/public-health-nurse-registration.jsp

The online process is much quicker, and simpler. In order to apply online, students will need to log in as a licensee. If a student does not already have an account with the MN Board of Nursing, they may create one. Once logged in as a licensee, the student will be able to access the online application.

If the student would rather submit a paper application, he/she will need to download, complete and submit the application with payment directly to the MN Board of Nursing. Whether the student applies online or by paper, they DO NOT need to send the “Affidavit of Graduation” to CSS. The MN BON will send an electronic affidavit to CSS if needed to complete your registration.
INTERNATIONAL HONOR SOCIETY OF NURSING: SIGMA

In April 1986 the School of Nursing formally became a chapter of Sigma, International Honor Society of Nursing and was given the chapter 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:

Pre-Licensure (Traditional & Post Bacc Nursing):
● 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.

Post-Licensure (RN to BS Nursing)
● Successful completion of RN to BS program courses with a cumulative GPA of 3.9 or higher on a 4.0 scale.

Each year the chapter counselors evaluate student GPAs and identify those who meet criteria for membership. Qualified students will receive an invitation to join Sigma via CSS email. Students must apply for membership and pay the new member fee online. Invitations are sent for the Induction Ceremonies, which are held in the spring and fall.

REPORTING OF ACCIDENTS/INJURIES

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 prior to going to the emergency room, students are responsible for that notification. Any expenses not covered by health insurance are the responsibility of the student.

Procedure:
If an injury occurs in the clinical/lab/community/classroom setting, complete The College of St. Scholastica Official Accident/Injury Incident Report Form (Appendix D). Both the student and the instructor sign the form and, when it is completed, it is turned into the respective Program director, and then to the Department Chair and Dean.

● If an injury occurred at a clinical/community setting, follow the agency's reporting policy.
● The student may be requested to produce a medical release that states (s)he is physically and mentally sound to resume clinical/lab/community/classroom education.
• If a student is involved with a medication error or patient safety event in the clinical setting, they must complete that facility’s policy and procedure. In addition, the student is required to notify their clinical faculty. Clinical faculty will notify the Program director. The Program director will determine next steps, if any.

STUDENT REPRESENTATION

Policy:
The faculty in the School of Nursing are interested in your experiences, perceptions, ideas, and viewpoints as a student in undergraduate nursing. Therefore, student representatives, from each program, are selected to serve on the Undergraduate Curriculum Committee as a voice for students to provide input on matters of curriculum. The student representatives are available to provide for exchange of information and ideas related to the ongoing evaluation of the nursing program and curriculum.

In addition, all students complete two evaluations at the end of a course. This is another way for students to have a voice and share their thoughts and/or ideas.

• Student Course Evaluation – this anonymous evaluation focuses on the content of the course.
• Course Instruction Survey – this anonymous evaluation is sent from the Office of the Vice President of Academic Affairs and focuses on course instruction (i.e., faculty).

Faculty use the compiled data from both evaluations to make improvements to both course content and teaching strategies.

STUDENT NURSES ASSOCIATION

The Student Nurses Association is dedicated to promoting academic excellence and continuity throughout all levels of the nursing program. All nursing students in all programs are members of SNA. Students are encouraged to attend meetings and become an active member. 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.

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.

Students are also encouraged to join the Minnesota Nursing Student’s Association (MNSA). There is a membership fee to join. MNSA involves all nursing students currently enrolled in associate degree and baccalaureate programs.
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.

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 students in the undergraduate programs.

Nursing students 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. Nominated students are evaluated by faculty regarding their leadership skills, Benedictine spirit and academic qualities.

THE BRIGADIER GENERAL BESTER LEADERSHIP AWARD

The Brigadier General Bester Leadership Award honors a graduating senior who is or has served our nation in one of the uniformed services or is service connected and is completing a traditional B.S. in Nursing degree from The College of St. Scholastica. Eligibility for nomination is based on distinguished leadership, scholarship and service. This award recognizes a student as being especially dedicated to both academic and extracurricular activities and displaying positive leadership in and out of the classroom. Faculty, the VRC coordinator, and veteran and service connected students enrolled in the traditional undergraduate nursing program are invited in March to nominate a senior for this award.

THE STUDENT CENTER FOR HEALTH AND WELL-BEING

The Student Center for Health and Well-Being provides students with services, education, information, and support utilizing the 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 both physical and mental health concerns that commonly occur within the college population. The Student Center for Health Services and Well-Being consists of 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 students at any stage in their educational careers. 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 TUTORING CENTER

The Tutoring Center (T2129) welcomes all students seeking some extra help with their classes. There are tutors who have had success in subjects including, Math, Psychology, Sociology, Biology, Chemistry, Economics, Finance, Accounting, Physics, Statistics, and Nursing. They hold open office hours during the week and it is highly recommended that you come ask them for help during their hours or request a study session if you’re not available during her/his office hours.

If you wish to request a study session, please fill out the form by logging into Cor and clicking this link:
http://www.css.edu/student-affairs/support-services/academic-support/tutoring.html

THE WRITING CENTER

The Rose Warner Writing/Critical Thinking Center offers tutoring sessions to both on-campus and online students, and provides techniques and resources to help students become more capable, informed writers. The Writing Center provides opportunity for free, collaborative feedback on everything from proofreading to thesis development, composing processes to text analysis.

The Writing Center is located in Tower Hall 2121, http://www.css.edu/academics/writing-center.html

PARTICIPATING IN THE LEARNING COMMUNITY

Learning is a social and cultural process. This also applies to online learning, which should and often does create a virtual community of learners. Some students even experience a greater sense of community online—where shy participants are more likely to speak up, students can talk more freely amongst themselves, and all can express themselves fully without the constraints of time and place.

A. Write Carefully
Students will be better read and better understood if time is devoted to discussion posts.

● Write in complete and logical sentences.
• Use correct spelling, grammar, capitalization, and punctuation.
• If you have trouble spelling, you might want to compose your messages in a word processor and run a spell check, then cut and paste them into the discussion.
• Do not write entirely in capital letters. Some users do this if they are not used to typing, but writing in all-caps gives some people the impression you are shouting and it can be hard to read lengthy posts entirely in capital letters.
• Be brief and to the point. Avoid lengthy or detailed posts; most users will skim or skip overly long posts.

B. Use an Appropriate Tone
Different classes will have different cultures, but the verbal style used in online discussions generally will be less formal than the style used in papers and more formal than the one used in a chat in the hallway. Some people call the in-between tone of an online community "Say-Writing."

• State and support your positions but refrain from trying to overwhelm everyone with the force of your argument. Long posts will be skimmed or skipped by readers who are pressed for time. Very detailed, argumentative, or formal posts can intimidate other members of the community.
• Don't be afraid to make a joke, a sideline comment, or an observation that is not completely relevant; these touches of humor and humanness can make a community warmer and more comfortable for everyone. However, don't veer wildly off-topic or try to joke in every post.
• Let others know you have read and appreciate their posts. You can observe visual cues in a classroom that indicate people are carefully listening but not in an online community, so you must provide these in writing. If you write "I agree with Ken's position since..." or "I understand where Sarah is coming from, but..." instead of just jumping in with your own thoughts, Ken and Sarah (and everyone else) will understand this is a real discussion and not a series of monologues.

C. Behave as You Would in a Classroom
Most of the rules for general classroom participation are the same in an online course.

• Be yourself. Don’t attempt to be overly formal, overly persuasive, or overly eager to belong.
• Give and take. Sharing requires both expressing your own feelings and experiences, but also reading and appreciating the feelings and experiences of others.
• Show respect. Accept the views of others even if they have quite different backgrounds or positions, are not as knowledgeable or capable of expressing themselves in writing, or seem to break some of the rules of netiquette.
• Speak up. Don’t be afraid to express your feelings or to ask for help if you are upset by or confused about a topic.

Think critically. One experienced online community member listed being "intellectually honest" as the most important piece of advice she would give to participants in an online community. This means you should be able to look at issues from other perspectives, to make decisions
based on facts and logic rather than emotion, and to constantly consider and reconsider your position with the willingness to change your mind when necessary.

**TRADITIONAL AND POST-BACC NURSING TRACKS**

**CLINICAL POLICIES**

**CLINICAL EXPERIENCES**

**Students are not to contact clinical sites to inquire about or attempt to arrange any clinical experiences. All clinical experiences are arranged through the College. Any such contact by a student would be a breach of professionalism. If you have questions about boundaries and communication with a facility, consult with the Director of Educational Experiences first.**

Clinical learning activities are experiences with actual clients in a variety of healthcare settings. Experiences are supervised by a St. Scholastica faculty member or RN preceptor employed by the clinical facility. Evening/afternoon and weekend hours may be required for on-campus labs, clinical experiences and for preclinical planning prior to clinical experiences.

The Director of Educational Experiences secures all clinical placements for the School of Nursing. Efforts are made to accommodate student requests in selected experiences based on location; however, the final clinical placement may be determined by the Director of Educational Experiences. Students are responsible for all costs related to attending clinical experiences: transportation, lodging if required, meals and parking. **Please remember that clinical experiences are intended to prepare graduate nurses for generalist nursing practice, not specialty practice.** Specialty experience will be gained after graduation in the students’ nursing practice.

**Attendance at clinical experiences is mandatory.** Students who fail to appear when scheduled cause problems for clients, instructors and agency staff. If you are ill, both the instructor and the clinical area must be notified at least one hour prior to the start of clinical. Dependent upon the nature and duration of the student’s illness, a medical release may be required before the student can resume participation in the clinical aspect of the course.

**CLINICAL ABSENCES AND REMEDIATION**

**Policy:**
In the event a student misses clinical or lab, the student may be required to make up the time to meet the learning outcomes and expectations. Clinical and/or lab absences are made up at the discretion of the faculty. If it is determined that extra clinical hours are necessary, the Director of Educational Experiences will secure placement and faculty. Once a faculty member has agreed to supervise the additional hours, the student is charged $24.00/hour.

- Clinical make-up – will be arranged by the Director of Educational Experiences.
- Lab make-up – will be arranged by the faculty.
**CLINICAL DRESS CODE POLICY** – Appendix E

**Please note that this policy applies to ALL clinical sites**

**CLINICAL COMPLIANCE POLICY**

Clinical compliance is a professional requirement and responsibility of a nursing student. Our agreements with facilities, The Joint Commission, and hospital policy all require minimum clearance requirements for nursing students doing clinical practicums.

- **No exceptions will be made for students who philosophically object to immunizations.** These students will not be allowed to attend clinical, will therefore not be able to pass clinical courses, and subsequently will not be able to complete the program.
- Please read the complete Clinical Compliance Policy (Appendix F).

**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.

**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 may take place the final semester of a program. Detailed NCLEX information is located in the Undergraduate Nursing Student Resource Center. 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 [https://www.ncsbn.org/index.htm](https://www.ncsbn.org/index.htm)

**LEARNING LABORATORIES**

The Skills Laboratories & Simulation Suites are designed to facilitate the student’s development of psychomotor skills, critical thinking, and professional behavior. Since cognitive development is integral to psychomotor skills, emphasis is also placed on understanding the principles underlying nursing skills. Nursing students may serve as teaching assistants or simulation technicians and work with post-bacc, sophomore, junior, and senior nursing students on specific procedures. Eligible nursing students may apply at the end of their junior year for a Teaching assistant or in sophomore year to be considered for a Simulation Technician 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. Students may call the Help Desk at 5911 for College lab hours.

The St. Cloud campus has a student lounge that is available for study use during campus business hours. The lounge includes a printing kiosk and copier, students should bring their own laptops. Individual conference rooms can be reserved for student use at the front desk.

**RN TO BS NURSING TRACK**

**COLLEGE HONORS**

- A student whose cumulative grade point average is 3.90 or above graduates with highest honors (Summa Cum Laude).
- A student whose cumulative grade point average is between 3.70 and 3.90 will graduate with great honors (Magna Cum Laude).
- A student whose cumulative grade point average is between 3.50 and 3.70 will graduate with honors (Cum Laude).

A **minimum of 48 St. Scholastica credits** (with grade points) is required to graduate with honors, with great honors, or with highest honors. All 48 credits must be graded credits. A Dean’s list of full-time students achieving a 3.75 grade point average is published each semester.

- portfolio credits do not count in the required 48 credits.
- CLEP credits are recorded as a Pass. They are externally earned and are not institutional credit, so they **do not** count in the required 48 graded credits.

**PROGRAM HONORS**

Our RN to BS academic honors program is named in tribute to Sr. Beverly Raway, OSB. As a nursing faculty for over twenty years, Sr. Beverly exemplified scholarship and academic excellence in her teaching and mentoring of students and as chair of the research and scholarship committee for Sigma-Theta Xi Chapter, an International nursing honor society. Sr. Beverly shared her expertise in evidence-based practice with fellow graduates of the RN to BS program. Sr. Beverly currently serves as Prioress of the St. Scholastica monastery.

A student whose cumulative grade point average in RN to BS program courses is 3.90 or above will graduate as a Sister Beverly Raway Scholar. In order to earn this honor students must also successfully pass their nursing portfolio.

All honors will be determined one 8-week term prior to Commencement Ceremony for display in the Commencement Program.
COURSE/STUDENT EXPECTATIONS

Courses in the RN to BS Nursing Track cannot be completed by sitting in front of the computer only. Students must expect to spend additional time reading, researching, synthesizing, and writing. The student is expected to demonstrate accountability for self-learning. Students are expected to prepare for online course assignments and to complete all assignments on time. Extensions on assignments need to be made in consultation with the nursing course instructor prior to the due date.

1. Students are responsible for all course material and updates provided in the syllabus, periodic e-mail and course updates, course calendar, course content modules, course overview and course web page and discussion boards.

2. Students are expected to log onto the course content web site (including discussion board) and their College of St. Scholastica e-mail accounts at least three (3) times per week to remain current with course materials and updates.

3. The nursing course instructor will make every effort to respond to e-mail questions/messages within 24-48 hours, Monday through Friday, unless students have previously been advised the nursing course instructor is temporarily unavailable or during scheduled semester breaks.

4. Assignments are due as noted on the course schedule.
   - All course assignments must be completed and submitted to receive a final grade for the course.
   - Assignments submitted early will not be evaluated until after the due date.
   - Late discussion board postings will be evaluated according to the discussion board rubric.
   - Late written assignments and/or discussion board postings will not be accepted for grading after seven (7) calendar days from the due date, but still must be completed and submitted.

INCOMPLETE POLICY

1. An incomplete “I” or in progress “IP” may be assigned by the faculty at his/her discretion at the end of a term. Grade of an “I” is assigned as temporary grades for pending completion of course assignments. Grade of “IP” is assigned for course requirements that extend beyond the course terms such as a transcultural immersion experience.

2. A limit will be placed on the length of time that these grades may stand on the student’s record: that limit, unless extended by the faculty, will be the beginning of the fifth week of the subsequent term. Any uncompleted course work must be resolved before the student can officially graduate.

3. If an “I” is assigned, the designated course faculty must submit the Incomplete “I” Grade Contract Form.

4. It is the student’s responsibility to follow-through on the agreed upon contract.

5. The designated course faculty will change the “I” or "IP" grade to "F" if the coursework is not completed within the time agreed upon by the student and the course faculty.

6. Procedure
a. If an “I” is assigned, the designated course faculty and student must complete the Incomplete Contract Form, outlining the specific requirements to complete the "I", the required completion date, and the default grade. Both student and faculty member sign the form and submit to the program advisor and program director.

b. The Advisor will keep a copy of the form in the student's file. The advisor notifies the registrar of the “I” Incomplete contract.

c. The Registrar will notify the designated course faculty of outstanding "I" for all students.

d. The designated course faculty responds to the notification in one of two ways:
   1. Requests an extension of the incomplete for the student.
   2. Submits grade change to program advisor (A-F), to be changed on student’s transcript.

TURNITIN

The program utilizes software to promote originality of work and to prevent plagiarism. See course syllabi for assignments in which submission to Turnitin is required. All assignments submitted to Turnitin need to have a Similarity report of no more than 24 percent. Assignments need to be submitted, reviewed, edited, and resubmitted based on the Similarity report with the final assignment submitted by the identified due date.

To find out more about the College plagiarism policies and interpreting and viewing Turnitin Similarity reports, please click here:  http://libguides.css.edu/AvoidingPlagiarism

PORTFOLIO FAQ’s

Q. What is the Nursing Portfolio?
A. The Nursing Portfolio is a document prepared by the RN to receive college credit for their professional experience as a registered nurse. It is composed of objective narratives which show how the RN student has met the objective through their RN experience and RN to BS program courses, with documentation provided to support each narrative. Students begin working on the objectives of the RN to BS Nursing Portfolio in NSG 4590. The remaining objectives are completed independently in NSG 4998.

Q. How many portfolio credits will I earn in NSG 4998?
A. Students entering the RN to BS Nursing Track in Fall 2015 (or after) will be required to complete 13 portfolio credits. Students who entered the RN to BS Nursing Track prior to Fall 2015 will be required to complete 16 portfolio credits.

Q. What is the portfolio deadline for submission for each term?
A. The deadline for submission for each term is one week prior to the end of the term. In most instances the term ends on a Friday so the deadline for submission is the Friday before the end of the term. This allows for one week time for the grading of the portfolio by the faculty reviewer.
Q. **What if I don’t finish NSG 4998 prior to all other nursing course work being completed?**
A. If NSG 4998 is not completed prior to all other course work being completed, you would need to register for NSG 4990, Portfolio Continuation. There is a $125 fee for this course, and it will be assessed each time you register for a continuation until the portfolio is completed (up to a maximum of 6 terms).

Q. **How do I find out the specifics of the RN to BS Nursing Portfolio?**
A. A detailed Portfolio Guideline document containing the specific learning activities you need to complete for each objective narrative and documentation will be found in the Community Tab in Blackboard, entitled RNBS Nursing Portfolio.

Q. **What does it cost?**
A. NSG 4590 – Portfolio Introduction credits are the current rate of the RN to BS Nursing Track.
NSG 4998 – Fee is $125 per credit.
Payment is due upon notification of successful completion of the portfolio.
NSG 4990 – If a student needs to register for this course, an additional $125 course fee will be assessed.

Q. **How will I know if my Portfolio was acceptable?**
A. You will receive a notice from RN to BS Nursing on the status of your portfolio. If you need to revise any of the objectives or submit additional documentation, this will be communicated to you by your faculty evaluator. Once revisions are completed, you will re-submit.

Q. **When do I pay for these credits?**
A. Payment is due upon notification of successful completion of the portfolio.

Q. **Is the Portfolio eligible for Federal Financial Aid or Veterans Tuition Reimbursement?**
A. No.

Q. **Do I register for these credits?**
A. You will register for NSG 4590 as part of your RN to BS program plan. Registration for NSG 4590 will give you continuing access to NSG 4998- RNBS Nursing portfolio. You will access NSG 4998 through the Community tab in Blackboard. If NSG 4998 is not complete prior to finishing your last course, you need to register for NSG 4990 – Portfolio Continuation. This course is a zero credit course that costs $125 per term for each term you need to register for it (up to a maximum of 6 terms).
APPENDICES
APPENDIX A

The College of St. Scholastica
School of Nursing

Student Code of Conduct Pledge

In adopting this School of Nursing (SON) Code of Conduct, the students of the SON at the College of St. Scholastica, recognize that academic honesty, integrity, and professional behavior are fundamental values of the school community. Students who enroll in the School of Nursing commit to holding themselves and their peers to the high standard of professional behavior required by the SON Code of Conduct and the profession of nursing. Any individual who becomes aware of a violation of the SON Code of Conduct is bound by the SON Code to take corrective action. The quality of a School of Nursing education is dependent upon the community acceptance and enforcement of the SON Student Code of Conduct.

As a member of the School of Nursing community, I pledge to hold myself and my peers to the ANA Code of Ethics (2015) and the SON Student Code of Conduct.

__________________________________________  ____________
Student name and Signature                     Date
APPENDIX B

The College of St. Scholastica
School of Nursing

PROFESSIONAL BEHAVIOR
STUDENT FEEDBACK FORM

Purpose and Instructions for Completion

The purpose of the Professional Behavior Student Feedback Form (PBSFF) is to help faculty coach students as they develop professional behaviors for the nursing profession. The PBSFF is a guide and documentation tool for student and faculty communication.

Faculty are responsible to meet with the student and initiate the PBSFF when the student has demonstrated a behavior(s) inconsistent with the College of St. Scholastica (CSS) Academic Honesty Policy, CSS Student Code of Conduct, or the School of Nursing (SON) Student Code of Conduct. The student and faculty document their perceptions of the identified behavior(s) or event and work together to create an action plan. The action plan identifies the behavior(s), outlines expected outcomes, and indicates plans for follow up. At the end of the identified timeline for the action plan, the faculty and student will evaluate the outcome.

See Documentation Tool below.
DOCUMENTATION TOOL

______________________(Student Name) has a demonstrated behavior(s) that is not consistent with the CSS Academic Honesty Policy, CSS Student Code of Conduct, and/or the SON Student Code of Conduct.

Description of Behavior(s) or Event

Faculty description:

Student description:

Action Plan

A. ☐ Academic Honesty Policy

If this is a case of academic dishonesty, the College policy should be followed. Faculty should confer with the appropriate Department of Undergraduate Nursing (DUG) Program director or Department of Graduate Nursing (DGN) Department Chair about the process.

Please check the action(s) taken by faculty.

☐ Student allowed to redo assignment (if allowed by the program)
☐ Student received failing grade for assignment
☐ Student received failing grade for the course
☐ Referral to DUG / DGN Retention and Progression Committee (to consider probation, dismissal or other action)
☐ Other (please state action taken):

Continue by completing the Action Plan table below.

B. ☐ CSS Student Code of Conduct

If this is a case of violation of the CSS Student Code of Conduct, the College policy should be followed.

Continue by completing the Action Plan table below.

C. ☐ SON Student Code of Conduct
See the *DUG Nursing Student Handbook* or the *DGN Nursing Student Handbook*

If this is a violation of the SON Student Code of Conduct, the SON policy should be followed.

*Continue by completing the Action Plan table below.*

<table>
<thead>
<tr>
<th>ACTION PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Identified Behavior(s)</strong></td>
</tr>
<tr>
<td>---</td>
</tr>
</tbody>
</table>
| Missing assignment | Assignments turned in by due date. | All course assignments will be turned in on time for the remainder of the fall semester. | 12-13-2020  
Student missed 3 of 5 required assignments.  
AB  
CD |

**Resources Offered**

Please offer the student any resources that may support them for future behavioral change. *Check resources offered.*

- [ ] The [Center for Equal Access](#)  
  (assessment and accommodations for qualifying disabilities—ex. physical / mental health issues, learning differences, etc.)
- [ ] [Student Center for Health and Well-Being](#)  
  (student health service, student counseling service, Violence Intervention & Prevention Program including sexual violence, support and reporting, CLEAN: A Collegiate Recovery Community)
- [ ] [Warner Writing Center](#)
- [ ] [Smarthinking](#)  
  (tutor service for online students)
- [ ] Tutor
- [ ] [Saints Assistance Program](#): For all graduate, extended and online students  
  Three ways to access support:
1. Go to [hpeap.com](http://hpeap.com) and use passcode: **css-students** to access a ton of resources and supports online
2. **Call 24/7 for support : 833-403-0101**
3. Download the iConnectYou mobile app and register using passcode **147211** to text or video chat with trained staff members

☐ Other (please indicate):

---

**Finalizing the PBSFF**

- Once the action plan has been successfully created with the student, faculty must schedule a follow up meeting. The follow up meeting allows for the review and evaluation of the action plan by the student and faculty at the end of the indicated timeline.

- After the follow up meeting:
  - **Department of Undergraduate Nursing (DUG)**
    The completed form should be sent to the DUG Program director. The Program Coordinator forwards to the Chair for placement in the student’s file.
  - **Department of Graduate Nursing (DGN)**
    The completed form should be sent to the Chair for placement in the student’s file.

- If the student has not successfully completed the action plan, as documented at the follow up meeting, the faculty should confer with the appropriate DUG Program director or DGN Department Chair to determine whether the case should be referred to the respective Retention and Progression Committee.

---

__Faculty Name & Signature__  __Date__

__Student Name & Signature__  __Date__

cc: Program Director, Department Chair, Faculty Advisor
**APPENDIX C**

**Progression Probation and/or Dismissal from a Program**

**Policy:**

Academic Program Probation: For Traditional and Post Baccalaureate programs, students who fail a nursing, or co- requisite course (or pre-requisite courses for the traditional program) will most likely be required to repeat the course the next time it is offered before being allowed to progress in the program. All such cases are reviewed by the Undergraduate Retention and Progression Committee (RPC).

In the RN to BS program, nursing courses may be repeated only once. Therefore, a student who fails a nursing course a second time may not progress and will be dismissed from the program.

Behavioral Program Probation: Students may be placed on behavioral probation or be dismissed by the UG Retention & Progression Committee (RPC) if they fail to meet expected professional behaviors and responsibilities as expressed in the College Academic Honesty policy, the College or SON Student Code of Conduct, or if they demonstrate a pattern of such behavior.

Program completion may be delayed for students who are placed on academic or behavioral program probation, or who are dismissed from the program and then readmitted.

Nursing Program Probation:
The UG Retention & Progression Committee will set the conditions that must be met during probation, and the timeline.

Program Dismissal:
Students who do not meet the requirements of their program probation within the timeline may be dismissed from their program.
Students may be dismissed without first being placed on probation if the student has committed acts of gross or irreparable, unethical, illegal, or unprofessional nature.

The following sequence of events will occur in the event that unprofessional behaviors and attitudes as outlined in the SON Student Code of Conduct are encountered:

**Procedure:**

1) The faculty member will notify the student verbally and in writing utilizing the Professional Behavior Student Feedback Form (PBSFF) of unacceptable behavior. Faculty will meet with the student to allow the student to document their perception of the issue, and participate in creating an action plan for improvement.
   a. If the behavior results in poor academic performance the faculty may also complete an Academic Progress Report.
   b. If the behavior is also a violation of the College of St. Scholastica’s Code of Conduct, the student will be referred to the appropriate College administration and the CSS Code of Conduct will be followed. [http://css.edu/student-](http://css.edu/student-)
c. The faculty member will notify the Program Director and Department Chair of the situation and student response.

2) If the situation persists, the student will be required to meet with the faculty member and/or Program director and Department Chair to develop an action plan that will include the issue, the desired outcome, and a timeline.
   a. Both the student and the faculty member will sign the action plan.
   b. A copy will be sent to the Program director and Department Chair for the student’s file.

3) Should the unacceptable behavior, performance, and/or attitude continue beyond the agreed upon timeline within the action plan, the student will be notified in writing that the situation will be referred to the Undergraduate Nursing Retention and Progression Committee.
   a. The Program director and/or Department Chair will meet with the student to inform the student of the following process.
      i. The student will present their case in writing, including their requested resolution, to the Undergraduate Nursing Retention and Progression Committee.
      ii. The student has the opportunity to speak before the Undergraduate Nursing Retention and Progression Committee with a support person (friend, faculty advisor or family member) present. The support person may not ask questions or make comments. Legal counsel is not permitted without the prior consent of the SON Dean.
      iii. No audio or video recordings may be made without the permission of the committee chair.
   a. The student will be notified of the Committee’s decision within two business days.

4) The Undergraduate Nursing Department Retention and Progression Committee (RPC) meets and considers three options:
   a. No further action necessary (for example the student is making progress but didn’t meet the outcome on PBSFF)
   b. Initiate probationary status
   c. Dismissal from program without probation
      i. If student has committed acts of gross or irreparable unethical nature
      ii. If the student has been on probation in the past, or is currently on probation for another issue

5) If behavioral probation is initiated the required behaviors and the duration of probation are determined by the RPC

6) The student will be notified of the committee decision by the Department Chair within two business days.
   a. Department Chair shares the RPC letter with the referring faculty, program director, Dean, Advisor and Dean of Students if warranted.
   b. The RPC letter is retained in the student’s file.

7) Probationary Follow-up
   a. Department Chair or Program director will schedule follow up with the student
at regular intervals
i. Students on probation are not held to a higher standard than other students within the program; however, students on probation may be monitored more frequently or more intensively than other students.
ii. Probation status may affect a student’s financial aid.

b. At the conclusion of the probationary period the Chair or Program director will evaluate the outcome.

c. If satisfactory, the chair will report to the RPC
   i. The student will be notified that probationary status is completed
   ii. Department Chair shares the RPC letter with the Faculty advisor, Dean of the School of Nursing, The Registrar, Director of Financial Aid, Vice President for Academic Affairs, Vice President for Student Affairs (if the reason involves academic dishonesty), program director,
   iii. The RPC letter is retained in the student’s file.

d. If unsatisfactory, the student will again be referred to the RPC for further action

If referred to RPC:
- Program director or department chair explains the process, determines whether student wishes to attend the RPC meeting
  i. The student may bring a support person to the meeting.
- Student sends a letter to department chair outlining their understanding of the situation, their request for action, and plan for future success.
- Department chair distributes letter to RPC members before the meeting

The RPC considers three options at the follow up review:
   e. Return of the student to regular status if conditions of probation were met
   f. Continued probation (only offered in rare circumstances)
   g. Dismissal from program (if probationary conditions not met)

The student will be notified of the committee decision by the Department Chair within two business days.

h. Outlines clear and specific reasons for dismissal and includes a link to the College appeal process in the CSS Student handbook
i. Department Chair shares the RPC letter with the Faculty advisor, Dean of the School of Nursing, The Registrar, Director of Financial Aid, Vice President for Academic Affairs, Vice President for Student Affairs (if the reason involves academic dishonesty), program director,
j. The RPC letter is retained in the student’s file.

8) A student who has been dismissed or placed on program probation may appeal the RPC decision as outlined in the Academic Appeal Procedure for the College.
APPENDIX D

Accident/Injury
Incident Report

Name (Last, First, Middle): ___________________________  Student Banner ID#__________

Address: ___________________________________________  Phone #_________________

Information:  Male ____  Female _____

Student _____  Visitor/Guest ______

Date of Incident:___________________  Time:_____________ am/pm

Location of Incident:_______________________  Who was notified:________________________

Date the College was notified of injury:______________  Body Part Injured:__________________

Injury is a:  New injury _______  Re-injury _______

Indicate on the diagram the location of the injury:


Describe Incident (describe what happened and how the incident occurred. Include details pertaining to equipment, environment, task, etc.):
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Was first aid administered?  No ____  Yes ____  When? _____________  By whom? ___________________

Medical treatment required? No ____  Yes ____  If yes, where? ______________________________________

Do you intend to seek additional medical care for this injury?  No ____  Yes ____  By whom?_____________

What was the cause of this incident?______________________________________________________________

How could this incident have been prevented?______________________________________________________

Did anyone witness this incident?  No ____  Yes ____  Names:_________________________________________

Signature: ___________________________________________  Date:______________________________

Please return completed form to Facilities Services room Tower Hall 2622
The College of St. Scholastica’s School of Nursing Dress Code Policy:

PURPOSE:
All nursing students are expected to maintain a professional image while representing The College of St. Scholastica.

DEFINITIONS:
I. Examples of Business Casual
   a. Women: dress pants or skirts, dress, blouses, tops, sweaters, vests, informal jacket
   b. Men: khakis, dress pants, or cotton twill pants, shirts golf-type shirts with collars, sweaters, vests

II. Please reference the grid below for more examples of acceptable and unacceptable apparel.

POLICY:
I. All students are expected to be neat, clean and well-groomed and dressed in appropriate attire for the setting. Compliance with this policy is expected at all times.

II. Clinical agency policy may necessitate exception to CSS requirements. In that case, follow the clinical agencies direction.

III. All attire, including scrubs and uniforms, should be clean, neat, in good condition and fit properly, allowing for movement throughout all required work activities without compromising safety or professional image.
   i. Shirt length is required to cover torso (bare-skin midriff should not be exposed).
   ii. Necklines must cover chest area and high enough to ensure cleavage is not exposed.
   iii. Men’s dress, button-down or golf-style shirts must be worn tucked in.

<table>
<thead>
<tr>
<th>Element</th>
<th>Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Badge</td>
<td>• Must be worn when at the clinical facility at all times, above the waist, with large photo and name facing out</td>
</tr>
<tr>
<td></td>
<td>• All information clearly displayed</td>
</tr>
<tr>
<td>Shoes, hosiery, socks</td>
<td>• Shoes should be clean and in good repair</td>
</tr>
<tr>
<td></td>
<td>• Moderate heel height (3.5” or less)</td>
</tr>
<tr>
<td></td>
<td>• Hosiery must have a tasteful design, if any</td>
</tr>
<tr>
<td></td>
<td>• Closed toed shoes must be worn at all times</td>
</tr>
<tr>
<td></td>
<td>• Hosiery or socks must be worn at all times</td>
</tr>
<tr>
<td></td>
<td>• Winter boots, hiking boots, motorcycle boots are not acceptable unless required by the work role</td>
</tr>
<tr>
<td></td>
<td>• Flip-flops are not acceptable</td>
</tr>
<tr>
<td>Undergarments</td>
<td>• Worn at all times and not visible</td>
</tr>
<tr>
<td></td>
<td>• Patterned or colored undergarments must not show through clothing</td>
</tr>
<tr>
<td>Scrubs, uniforms</td>
<td>• Navy blue pants and top with CSS logo purchased through CSS designated vendors; a shirt may be worn under the top in white, black or navy.</td>
</tr>
<tr>
<td></td>
<td>• Scrub jackets or lab coats must be navy.</td>
</tr>
</tbody>
</table>
The following are unacceptable for business casual:

- Denim fabric (of any color), including jeans, jackets and skirts
- Cargo or capri pants
- Stretch pants, spandex, yoga pants, shorts, skorts
- Athletic wear (T-shirts, sweatshirts, sweats, hoodies, etc.)
  - Exception: Sports Medicine personnel are permitted to wear appropriate fitness apparel for position
- Flannel shirts
- Tank, spaghetti strap, halter or bare-midriff tops. Exposed shoulders or back are not permitted at any time
- Leggings when worn in place of slacks or pants
- Skirts or dresses shorter than 2 inches above the knee, even with leggings
- Torn, frayed, shrunk, stained clothing
- Poor fitting, excessively baggy or tight clothing
- Revealing, lacy, see-through fabrics
- Clothing with slogans or sayings
- Leather pants, shirts (exceptions: jackets, vests)

### IV. Appearance

<table>
<thead>
<tr>
<th>Element</th>
<th>Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hair</td>
<td>• Hair must be clean and combed/styled</td>
</tr>
<tr>
<td></td>
<td>• If hair is dyed, only neutral, subtle color/hues are acceptable</td>
</tr>
<tr>
<td></td>
<td>• Shoulder length and longer hair must be pulled back when providing patient care. Must be pulled back or styled to prevent it from contacting others, equipment or supplies while performing other job duties</td>
</tr>
<tr>
<td></td>
<td>• Beards and mustaches must be neatly trimmed and may not interfere or distract from job performance or safety (i.e.: masks not fitting properly)</td>
</tr>
<tr>
<td></td>
<td>• Visible chest hair is not acceptable</td>
</tr>
<tr>
<td>Jewelry &amp; Piercings</td>
<td>• Minimal jewelry while performing regular duties</td>
</tr>
<tr>
<td></td>
<td>o No more than 2 rings per hand</td>
</tr>
<tr>
<td></td>
<td>o No more than 2 earrings per ear</td>
</tr>
<tr>
<td></td>
<td>• Ear gauges must be covered with flesh colored plugs or inserts</td>
</tr>
<tr>
<td></td>
<td>• A single 1/8 carat or smaller nose piercing is permitted; no hoops or septal piercings allowed</td>
</tr>
<tr>
<td></td>
<td>• Facial piercings (with exception of a nose piercing)</td>
</tr>
<tr>
<td></td>
<td>- must either be removed or not visible/detectable</td>
</tr>
<tr>
<td></td>
<td>• Jewelry must not pose a health, safety risk or distraction (i.e.: dangling earrings, chains)</td>
</tr>
</tbody>
</table>
| Fragrance | • Personal care products must not contain scent/fragrances that are detectable, even by those who are highly sensitive  
• Clothing must be laundered to ensure no scent/fragrances remain |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tobacco</td>
<td>• Must not smell of smoke at any time.</td>
</tr>
</tbody>
</table>
| Tattoos | • To the extent possible, tattoos are to be covered  
• Exceptions:  
  o When clothing that covers the tattoo is an infection risk |
| Nails | • Cleaned, maintained and trimmed to length that will not interfere with employee work  
• Nail polish is unchipped and freshly applied  
• Artificial nails / extenders / nail art are not allowed |
| Head Coverings | • Head coverings may only be worn when  
  o Associated with professional or religious affiliation or as they relate to state/federal legislation  
  o Undergoing chemo or have alopecia  
  o Medically necessary, authorized by physician |

**PROCEDURE:**

I. **Exemptions:**
   a. Requests for exemption from this policy for religious beliefs, observances, or practices must be submitted to the Program director.  
   b. If clinical agency policy necessitates exception to CSS requirements.

II. **Enforcement:**
   a. Failure to adhere to the agency and/or CSS Policy may result in the student being sent home from clinical.
APPENDIX F

The College of St. Scholastica’s School of Nursing Clinical Compliance Policy:

Clinical compliance is a professional requirement and responsibility of a nursing student. Our agreements with facilities, The Joint Commission, and hospital policy all require minimum clearance requirements for nursing students doing clinical practicums. The College of St. Scholastica School of Nursing has the following policy for nursing students.

**Clinical Compliance:**

It is the responsibility of the nursing student to ensure her or his own clinical compliance. The School of Nursing will provide tools and offer guidance, but the professional responsibility for compliance lies with the student.

To be *compliant* means:

- **Student will have satisfactorily met all of the requisite background studies and health requirements for the clinical practicum.**
- **Student will have submitted documentation of compliance to the appropriate third-party vendor.**
- **Student will have submitted documentation of compliance according to the School of Nursing deadlines and for the appropriate time frames.**

These three compliance requirements are outlined and further explained in subsequent sections.

**Non Compliance or Missed Deadline**

If a student misses a clinical compliance deadline or is not compliant for the entirety of the compliance time frame (the semester wherein the clinical occurs), the student will not be allowed to attend clinical and will be required to pay any costs of clinical remediation associated with non-compliance; the student will also be assessed a $250 non-compliance fee. The student will then have 21 calendar days from the missed deadline to pay the fee and become compliant. If this has not been met in the time allowed, the student will be dropped from the course for that semester and will have to re-enroll in the course the next available offering.

Please note that students must maintain clinical compliance at all times, even if they are not scheduled for clinical project work during that semester. Examples of this would be Traditional Undergraduate students who do not attend classes during summer semester and graduate students who have not begun their clinical project work yet. Failure to maintain compliance during these periods will also result in the student being assessed a $250 non-compliance fee.

---

1 The only exception are immunization series, like Hepatitis B, that require a longer time frame to complete. However, the series would have to be started within the 21 days.
Compliance Deadlines and Compliance Time Frame:

Fall Semester: **Deadline is September 1** and compliance time frame is **September 2-December 12**.

Spring Semester: **Deadline is January 1** and compliance time frame is **January 2 – May 7**.

Summer Semester: **Deadline is May 16** and compliance time frame is **May 17 – August 14**.

**Deadline** means by noon on that date documentation will be uploaded to the appropriate vendor and it will be deemed compliant when reviewed. If a student, even unwittingly, submits documentation that is not deemed compliant the student will have missed the deadline.

**Compliance time frame** means: the student will be compliant on the deadline date until the end date for that semester: Fall: **September 2 - December 12**; Spring **January 2 - May 7**; Summer **May 17 - August 14**. So, for example, if the deadline is September 2 and the student submits a document that expires prior to December 12 (e.g., a Mantoux that expires November 1), then the student will have missed the Fall September 2 deadline and will be non-compliant. Compliance means being compliant at the deadline (the beginning) through the end date for that compliance time frame.2

**Renewal Windows.** Because of the clinical compliance time frame, an annual compliance item may come due in less than a year (e.g., a student who gets an annual Mantoux on November 1 will need it redone prior to September 1 of the following year). Therefore there are “Renewal Windows” where a compliance item can truly be good for a year. Those windows fall between the clinical compliance time frames. They are:

**Fall:** 8/15 – 9/1
**Spring:** 12/13 – 1/1
**Summer:** 5/8 – 5/16

Students are not required to complete compliance items during these windows but doing so allows annual renewals to be good for a full year.

The entire clinical compliance calendar can be seen in the graphic below.

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2 The Influenza vaccine is the only clinical compliance item that is done outside of the clinical compliance time. The deadline for the influenza vaccine is 10/15.
Legal Name Changes:

If a student’s legal name does not match the name listed on their immunization and certification records exactly, our clinical partners may require us to provide evidence that an official change of name has been processed. If your name changes during the course of your program, please submit an official name change form through the college. These will then be routed to the School of Nursing so we can properly update the appropriate systems.

Clinical Compliance Items:

The following items are necessary for clinical compliance.

Students will use a system called Student Passport to upload, manage, and verify their documentation.

On occasion, some facilities may stipulate requirements above and beyond what it outlined in this clinical compliance policy. In those situations, students will have to comply with the facility-specific guidelines before being allowed to complete clinical work there.

<table>
<thead>
<tr>
<th>Compliance item</th>
<th>Renewal</th>
<th>Requirement is met by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minnesota Department of Human Services Background Study</td>
<td>None</td>
<td>Includes fingerprinting and photo identification. Your program will contact you with instructions to complete.</td>
</tr>
<tr>
<td>National Criminal Background Study</td>
<td>None</td>
<td>Your program will contact you with instructions to complete.</td>
</tr>
<tr>
<td>Wisconsin Caregiver Background Study</td>
<td>Four Years</td>
<td>Your program will contact you with instructions to complete.</td>
</tr>
<tr>
<td>Immunizations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles, Mumps &amp; Rubella (MMR)</td>
<td>None</td>
<td>One of the following is required:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Two (2) doses of Mumps or a measles/mumps/rubella (MMR) vaccine received after 1st birthday OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Positive antibody titer</td>
</tr>
<tr>
<td>Tetanus, Diphtheria &amp; Pertussis (TDaP)</td>
<td>10 years for renewal date</td>
<td>Submit:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• One dose of tetanus, diphtheria, pertussis (Tdap) vaccine.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AND</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If it has been more than 10 years since Tdap must have Td booster (sometimes called a Tdap booster)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Submit documentation of a Td booster administered within the past 10 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NOTE: Tdap is not the same as the other vaccines containing some or even all of the vaccine components (D-T-A-P) such as DTap, Td, or DT.</td>
</tr>
<tr>
<td>Varicella</td>
<td>None</td>
<td>One of the following is required:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2 vaccinations OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Positive antibody titer OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Physician documented and signed history of disease.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NOTE: A verbal history is NOT acceptable.</td>
</tr>
<tr>
<td>Compliance item</td>
<td>Renewal</td>
<td>Requirement is met by:</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------</td>
<td>------------------------</td>
</tr>
</tbody>
</table>
| **Hepatitis B** | None    | One of the following is required:  
|                 |         | • 3 vaccinations OR  
|                 |         | • Positive antibody titer (lab report required)  

NOTE: Series must be initiated by prior clinical deadline and then must follow the CDC protocol that the second dose be given at one month past the first (not sooner) and the third dose given 6 months past the first (not sooner).

<table>
<thead>
<tr>
<th><strong>Tuberculosis (TB)</strong></th>
<th>Annual</th>
<th>Baseline:</th>
</tr>
</thead>
</table>
|                       |        | One of the following is required:  
|                       |        | • Must provide a negative two-step Tuberculin Skin Test (TST). If the first TST is negative, a second TST must be administered 1-3 weeks after the first test is read (no earlier and no later). OR  
|                       |        | • Must provide a negative Interferon-gamma release assays (IGRAs): a Quantiferon-TB (QTB) or T-Spot  

Annually:  
One of the following is required:  
• Must receive a one-step Tuberculin Skin Test (TST) within 365 days. OR  
• Must provide a negative Interferon-gamma release assays (IGRAs): a Quantiferon-TB (QTB) or T-Spot  

If a person lapses in the annual update, MUST go back to baseline test.

**Individuals with a past positive TST or QTB test:**  
Medical evaluation and clearance (such as a sign and symptom questionnaire) by provider including a chest X-ray within 12 months prior to starting clinical experiences.  
THEN annual medical evaluation that includes TB questionnaire form from provider.
<table>
<thead>
<tr>
<th>Compliance item</th>
<th>Renewal</th>
<th>Requirement is met by:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Influenza - annual</strong></td>
<td>Must be renewed 10/15 each year</td>
<td>One of the following is required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 dose of influenza vaccine for current influenza season (August to March)</td>
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<tr>
<td></td>
<td></td>
<td><strong>OR</strong></td>
</tr>
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<td></td>
<td></td>
<td>If medically unable to receive the flu vaccine submit a medical declination signed by</td>
</tr>
<tr>
<td></td>
<td></td>
<td>your healthcare provider stating that you have a contraindication to the vaccine.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This declination must list the specific reasons why the vaccine is contraindicated,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>including a listing of symptoms it would cause.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The following are not considered contraindications:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Minor acute illness (e.g., diarrhea and minor upper respiratory tract illness,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>including otitis media)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mild to moderate local reactions and/or low-grade moderate fever following a prior</td>
</tr>
<tr>
<td></td>
<td></td>
<td>dose of the vaccine.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sensitivity to a vaccine component (e.g., upset stomach, soreness, redness,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>itching, swelling at the injection site)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Current antimicrobial therapy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Disease exposure or convalescence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pregnant or breast feeding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Pregnant or immunosuppressed person in the house hold</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Since the egg free flu vaccine is available, history of egg allergy will not be</td>
</tr>
<tr>
<td></td>
<td></td>
<td>accepted as a routine exemption</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Note:</strong> Some facilities will require students who did not receive the vaccine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to wear a mask during clinical rotation.</td>
</tr>
<tr>
<td><strong>CPR Certification</strong></td>
<td>Two years</td>
<td>Must be certification for a <strong>Basic Life Support (BLS) for Healthcare Providers</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>issued from ONLY the following organizations:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• American Heart Association</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• American Red Cross</td>
</tr>
<tr>
<td><strong>Drug Testing (CentraCare only)</strong></td>
<td>Need not be repeated unless</td>
<td>For students going to a CentraCare facility ONLY</td>
</tr>
<tr>
<td></td>
<td>student steps out of program.</td>
<td>Passed a 7-panel Drug &amp; Alcohol Screen within three months of clinical start date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Screen: Amphetamines, Cannabinoids, Cocaine, Phencyclidine, Opiates, Barbiturates,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Benzodiazepines, plus alcohol with adulterants testing. Only urine tests will be</td>
</tr>
<tr>
<td></td>
<td></td>
<td>accepted.</td>
</tr>
<tr>
<td><strong>Health Insurance (Mayo Health System only)</strong></td>
<td>Based on insurance policy date</td>
<td>Must provide scanned copy of your health insurance card</td>
</tr>
<tr>
<td><strong>Liability Insurance (Graduate only)</strong></td>
<td>Due no later than the first of</td>
<td>Provide documentation of current Professional Liability Insurance.</td>
</tr>
<tr>
<td></td>
<td>the month in which it is set to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>expire</td>
<td></td>
</tr>
<tr>
<td><strong>RN License (Graduate only)</strong></td>
<td>Due no later than the first of</td>
<td>Provide a scanned copy of current RN License.</td>
</tr>
<tr>
<td></td>
<td>the month in which it is set to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>expire</td>
<td></td>
</tr>
</tbody>
</table>
Frequently Asked Questions (FAQ):

**TB Testing: What is a one-step and two-step Mantoux?** A one-step Mantoux has two pieces to it. There is a injection into the inner service of the forearm. Then, within 48 to 72 hours after administration the test is read. (If it is after 72 hours the person must start again.) For a two-step Mantoux this process must be repeated one to three weeks after the first test is read. (See [CDC for more information](https:).

**TB Testing: What is a Quantiferon or T-Spot?** These are Interferon-Gamma Release Assays (IGRAs) blood tests for TB Infection. Note: CentraCare Health System (St. Cloud Hospital) ONLY accepts the two-step and follow-up one-step Mantoux tests. They do not accept IGRA tests.

**TB Testing: When is the best time to get either my Mantoux or IGRA test?** Since these must be renewed annually the best time to complete the tests is during a renewal window. You would want to make sure that the reading of your second step Mantoux occurs during this time (as this sets the expiration date) or the IGRA. If you do it outside of the renewal window it will need to be renewed prior to the expiration date and may be good for only 7 months.

**CPR: What if I have adult and infant CPR certification? Will that work?** No. The CPR certification must be Basic Life Support (BLS) for Healthcare Providers and will only be accepted if issued by either the American red Cross or American heart Association. Please note that programs which “follow the guidelines or recommendations” of either the American Red Cross or American Heart Association is not the same as being certified by those organizations.

**CPR: What is the best place to find a CPR training?** [American Red Cross](https://) or [American Heart Association](https://). Also The College of St. Scholastica offers CPR training at various dates.

**Influenza: When do I need to get my flu shot?** Flu season is October 1 to March 31. When the vaccine is available varies year to year; sometimes the vaccine is available in August. But students must have the influenza vaccine and documentation uploaded by October 15 each year.

**CSS Health Services: Can I get my immunizations and TB tests at CSS in Duluth?** Yes. But you will have to plan around their schedule. The clinic opens August 14 for the year; the clinic is closed after final exams for the fall semester; and it closes after the second week in May. Remember if you need a two-step Mantoux you can start it prior to the “window of renewal”; you just need to be sure that the final results are read during that window. Also, you cannot have the test done on a Thursday, since it must be read between 48 and 72 hours which would be the weekend and they are closed. If you have questions call 218 723-6782. Also, remember to bring your insurance, if you have it, to all appointments.