



**MINNESOTA STATE
MOORHEAD®**

Graduate Nursing Program

Student Handbook and Policy Manual

2026-2027

(Effective May 20, 2026)

The Graduate Nursing Handbook and Policy Manual Overview	5
Graduate Nursing Leadership, Faculty, and Staff	5
MSUM Nursing Guiding Statements	5
Accreditation	5
Graduate Nursing Program Overview	5
MSN Program Orientation and Resource Hub	6
MSUM Graduate Nursing Program Options	7
Master of Science in Nursing Program Outcomes	8
Graduate Nursing and Healthcare Certificates	9
Nurse Leader Post Baccalaureate Graduate Certificate	9
Nurse Leader Certificate Outcomes	9
Nurse and Healthcare Educator Post Baccalaureate Graduate Certificate.....	9
Nurse and Healthcare Educator Certificate Outcomes	9
IEPMS Post Baccalaureate Graduate Certificate	10
IEPMS Outcomes	10
Integrative and Holistic Health (IHH) Post-Baccalaureate Graduate Certificate	10
Integrative and Holistic Health Graduate Certificate Outcomes	10
Course Registration/Descriptions	11
Graduate Dashboard	11
MSN Stackable Degree and Certificates Table	12
Progression Planning Templates	13
Master of Science in Nursing – Traditional Curriculum Progression Plans.....	13
Master of Science in Nursing (Online) Progression Plan Template	13
Master of Science in Nursing (Hybrid, Cohort) Progression Plan Template-Fall Start.....	14
Master of Science in Nursing (Hybrid, Cohort) Progression Plan Template-Spring Start.....	16
Master of Science in Nursing (Hybrid, Cohort) Progression Plan Template-Summer Start.....	18
Accelerated RN-BSN-MSN Pathway Progression Plans	20
Accelerated RN-BSN-MSN Pathway (Online) Progression Plan Template.....	20
Accelerated RN-BSN-MSN Pathway (Hybrid) Progression Plan Template -Fall Start.....	21
Accelerated RN-BSN-MSN Pathway (Hybrid) Progression Plan Template -Spring Start.....	23
Accelerated RN-BSN-MSN Pathway (Hybrid) Progression Plan Template - Summer Start.....	25
RN-MSN Bridge Pathway Progression Plans	27
RN-MSN Bridge Pathway (Online) Progression Plan Template.....	27
RN-MSN Bridge Pathway (Hybrid, Cohort) Progression Plan Template-Fall Start.....	28
RN-MSN Bridge Pathway (Hybrid, Cohort) Progression Plan Template-Spring Start.....	30
RN-MSN Bridge Pathway (Hybrid, Cohort) Progression Plan Template-Summer Start	32

Nursing and Healthcare Graduate Certificate Progression Plan Templates	34
Nurse & Healthcare Educator Certificate (Online) Progression Plan Template	34
Nurse Leader Certificate (Online) Progression Plan Template.....	35
IEPMS Certificate (Online) Progression Plan Template	35
Integrative and Holistic Health Certificate (Online) Progression Plan Template	37
Oral Examination Process and Evaluation	38
MSUM Graduate Nursing Program Oral Examination Evaluation Rubric	39
Technology Requirements and Competencies.....	43
Computer and Internet Requirements	43
Minimum Technology Competencies	43
Student Support Services	44
Library Services and Research Support.....	44
Academic Writing Support and Academic Integrity.....	44
Attire and Professional Identification Policy	44
Attire Expectations	45
Professional Identification	45
Professional Appearance and Conduct	46
Accountability.....	46
Behavioral Alert System Policy	47
Critical Incident Reporting and Procedure.....	48
Student Conduct Policy.....	49
Academic Scholarship, Rigor, Integrity, and Honesty Policy	50
MSN Admission Requirements Policy	52
Master of Science in Nursing (MSN) Admission Requirements	52
MSN Application Requirements	52
Accelerated RN-BSN to MSN Admission Requirements.....	52
Accelerated RN-BSN to MSN Application Requirements	53
RN to MSN Bridge Admission Requirements.....	53
RN to MSN Bridge Application Requirements	53
Advisement Policy	54
Alcohol & Illegal Substances Policy	55
Attendance, Absence, and Professional Conduct Policy.....	56
Attendance and Participation	56
Practicum Absences and Notifications.....	56
International Student Attendance Requirements.....	56
Professional Conduct and Responsibility	57

Civility Statement Policy.....	58
Committee Membership-University Requirements Policy	59
Committee Membership- Plan B Portfolio/Project Policy	60
Practicum Policy & Procedure.....	61
Graduate Nursing Program Verifications Policy.....	63
Email Accounts and Electronic Mailing Lists Policy	66
Graduate Nursing Grading Scale Policy.....	67
Curricular Practical Training (CPT) Policy	69
Practicum Hour Completion Policy.....	71
Post-Admission Requirements Policy	72
Progression and Degree/Graduation Requirements Policy.....	73
Student Advisory Policy	74
Student Complaints Policy	75
Informal Process	75
Formal Process	75
Student Appeals Policy	77
Informal Process	77
Formal Process.....	77
Appendix A - Behavioral Alert Algorithm.....	78
Appendix B - Coaching Opportunity Form.....	79
Appendix C - Nursing Critical Incident Report Form	81
Appendix D – Critical Incident Evaluation Form.....	82

The Graduate Nursing Handbook and Policy Manual Overview

This Graduate Nursing Handbook and Policy Manual has been prepared for students enrolled in the Minnesota State Moorhead (MSUM) Master of Science in Nursing (MSN) program and Graduate Nursing and Healthcare Certificate programs. It provides program specific policies, procedures, standards, and expectations applicable to graduate nursing education, including certificate and pathway options.

The MSUM Graduate Nursing Program has made every effort to ensure that the information contained in this handbook is accurate and current. However, MSUM and the Graduate Nursing Program reserve the right to modify rules, regulations, procedures, curricula, courses, programs, course content, prerequisites, calendars, and fees at any time. Students will be notified of substantive changes when possible. Students are responsible for reviewing and adhering to the most current version of this guidebook.

The most up to date program information is available on the Graduate Nursing Program website:
<https://www.mnstate.edu/graduate/nursing/>

Graduate nursing students must also consult the MSUM Graduate Bulletin, the MSUM Student Handbook (<https://www.mnstate.edu/student-handbook/>), and the Graduate Studies Policies and Procedures (<https://www.mnstate.edu/globalassets/graduate-studies/faculty-guide-graduate-policies-procedures.pdf>).

Graduate Nursing Leadership, Faculty, and Staff

Graduate nursing students are supported by experienced leadership, faculty, and staff who are dedicated to academic excellence, professional growth, and student success. A current list of graduate nursing leadership, faculty, and staff—including credentials and areas of expertise—is available online at:
<https://www.mnstate.edu/academics/graduate/nursing/faculty-staff>

MSUM Nursing Guiding Statements

The MSUM Nursing Guiding Statements articulate the beliefs, values, and commitments that frame nursing education and practice. These statements provide the philosophical and ethical foundation for curriculum design, teaching, scholarship, and professional role development within the nursing programs. The MSUM Nursing Guiding Statements are available online at:
<https://www.mnstate.edu/academics/graduate/nursing/accreditation>

Accreditation

The MSUM Nursing Program maintains accreditation to ensure educational quality, professional standards, and continuous improvement in nursing education. Accreditation status affirms that the program meets nationally recognized criteria and prepares graduates for safe, ethical, and effective nursing practice. Accreditation information is available online at:
<https://www.mnstate.edu/academics/majors/nursing/accreditation>

Graduate Nursing Program Overview

The Graduate Nursing Program offers a 31-credit Master of Science in Nursing (MSN) and Graduate Nursing and Healthcare Certificates. Certificates may be completed as standalone credentials or added to the MSN plan of study to allow further specialization. Students may pursue the MSN degree through the traditional MSN pathway,

the RN-MSN Bridge pathway, or as part of the Accelerated RN-BSN-MSN pathway (MSN portion). Graduate nursing courses are offered year-round, including summer semesters.

The MSN curriculum includes required MSN core courses and a 100-hour clinical practicum. Completion of a culminating professional portfolio is required for students earning the MSN degree. Students work closely with their academic advisors to select practicum experiences that align with individual career objectives, areas of interest, or target populations. When appropriate, clinical practicum experiences may be completed within the student's regional area.

Additional information regarding the Graduate Nursing Program curriculum and course offerings is available at: <https://www.mnstate.edu/academics/graduate/nursing/courses>

Graduate nursing students are enrolled in selected courses alongside students from other disciplines to promote interdisciplinary collaboration (refer to course progression plans). Several MSN courses are cross listed with the Master of Healthcare Administration (MHA) curriculum and may be offered under both MHA and NURS rubrics.

MSN Program Orientation and Resource Hub

Graduate nursing students are expected to utilize the MSUM MSN Program Orientation and Resource Hub at the start of the program and as an ongoing reference throughout their coursework. This hub serves as a centralized location for essential program information and resources that support successful progression in the MSN program.

The Orientation and Resource Hub includes materials such as orientation checklists, the Graduate Nursing Student Handbook and Policy information, advising and registration guidance, commonly used academic and university applications, practicum expectations (including capstone preparation), portfolio requirements, and information related to student support services and success resources. Students are encouraged to revisit the hub regularly as policies, processes, and requirements apply at multiple points during the program.

Students should access and review the Orientation and Resource Hub prior to beginning coursework and continue to reference it throughout the program to remain informed of expectations, procedures, and available resources.

The MSN Program Orientation and Resource Hub is available through D2L at: <https://mnstate.learn.minnstate.edu/d2l/home/7160040>

If access to the Orientation and Resource Hub is not available, students should contact the School of Nursing at: nursing@mnstate.edu

MSUM Graduate Nursing Program Options

Program	Focus	Credits	Modality
Degree: Master of Science in Nursing No Emphasis - Generalist	Populations/ Aggregates/ Systems/ Organizations	31 cr Core Nursing	Online or Hybrid
Degree: Accelerated RN-BSN-MSN Pathway <i>Earn both BSN and MSN degrees</i>	Populations/ Aggregates/ Systems/ Organizations	21 cr RN-BSN Courses 10 cr Dual Courses <u>22-MSN Courses</u> 53 cr	Online or Hybrid
Degree: RN-MSN Bridge Track <i>Earn MSN degree ONLY</i>	Populations/ Aggregates/ Systems/ Organizations	12 cr Bridge Courses <u>31cr MSN Courses</u> 43 cr	Online or Hybrid
Graduate Certificate: Nurse and Healthcare Educator	Populations/ Aggregates	9 cr	Online
Graduate Certificate: Nurse Leader (NL)	Aggregates/ Systems/ Organizations	9 cr	Online
Graduate Certificate: Informatics, Evidence-based Practice, and Project Management/Strategy (IEPMS)	Aggregates/ Systems/ Organizations	18 cr	Online
Graduate Certificate: Integrative and Holistic Health	Aggregates/ Systems/ Organizations	12 cr	Online

Master of Science in Nursing Program Outcomes

1. **PSLO 1. Human Flourishing**

Demonstrate leadership and facilitate change by effectively integrating current and emerging evidence from nursing and related disciplines to enhance human flourishing and continuously improve healthcare outcomes across diverse populations.

(NLN Human Flourishing, Holistic Essential: Background for Practice from Sciences and Humanities)

2. **PSLO 2. Professional Identity**

Cultivate a professional identity by leading ethically and employing a systems approach to strategically allocate resources, guide ethical decision-making, and promote evidence-based practices that ensure high-quality, safe nursing care.

(NLN Professional Identity, Holistic Essential: Organizational and Systems Leadership)

3. **PSLO 3. Spirit of Inquiry**

Demonstrate a spirit of inquiry by formulating research questions, evaluating the impact of evidence-based interventions, and applying quality improvement tools and methods to enhance quality and safety within healthcare organizations.

(NLN Spirit of Inquiry, Holistic Essential: Quality Improvement and Safety)

4. **PSLO 4. Nursing Judgment:**

Exercise nursing judgment by integrating research, clinical reasoning, and patient values to make evidence-based decisions, resolve practice problems, and disseminate results to optimize health outcomes.

(NLN Nursing Judgment, Holistic Essential: Translating and Integrating Scholarship into Practice)

5. **PSLO 5. Informatics and Technology Integration**

Evaluate current and emerging patient care, informatics, and communication technologies to enhance healthcare delivery and coordinate across diverse settings, ensuring alignment with best practices and improving healthcare outcomes.

(NLN Spirit of Inquiry, Holistic Essential: Informatics and Healthcare Technologies)

6. **PSLO 6. Health Policy, Ethics, Advocacy, Healthcare Equity, and Social Determinants of Health**

Facilitate system-level initiatives to enhance healthcare outcomes through policy development, advocacy, and ethical decision-making, emphasizing healthcare equity and addressing social determinants of health to reduce disparities and improve access to care.

(NLN Professional Identity, Holistic Essential: Health Policy and Advocacy)

7. **PSLO 7. Interprofessional Collaboration**

Collaborate effectively as a leader and member of interprofessional teams to optimize care management and coordination, employing strong communication skills to build therapeutic relationships.

(NLN Professional Identity, Holistic Essential: Interprofessional Collaboration)

8. **PSLO 8. Holistic Care including Prevention and Population Health**

Design, implement, and evaluate evidence-based strategies for clinical prevention and health promotion, addressing the diverse needs of individuals, families, communities, and populations.

(NLN Human Flourishing, Holistic Essential: Clinical Prevention and Population Health)

9. **PSLO 9. Lifelong Learning and Professional Integrity**

Integrate advanced nursing knowledge and competencies to influence health outcomes at individual, family, population, and systems levels, while demonstrating a commitment to lifelong professional growth and integrity.

(NLN Professional Identity, Holistic Essential: Lifelong Learning and Reflective Practice)

Graduate Nursing and Healthcare Certificates

Graduate Nursing and Healthcare Certificates offer flexible, focused pathways to advance professional practice. These certificates may be completed as standalone credentials or seamlessly integrated into the Master of Science in Nursing (MSN), allowing learners to intentionally build expertise aligned with their career goals. This stackable design supports individualized educational planning while maintaining academic rigor and relevance.

Nurse Leader Post Baccalaureate Graduate Certificate

The Nurse Leader (NL) Post-Baccalaureate Graduate Certificate prepares early career and current nurse leaders in the areas of nursing and healthcare leadership. The certificate program emphasizes the key areas of leadership essential to successfully navigating complex healthcare systems while in a leadership role.

Nurse Leader Certificate Outcomes

- Apply advanced leadership, communication, and relationship management strategies to foster interprofessional collaboration and guide ethical decision-making, enhancing patient care quality and healthcare outcomes.
- Analyze the impact of healthcare economics, reimbursement, policy, legal frameworks, and population health trends to lead system-level initiatives promoting quality, safety, and equity in healthcare delivery.
- Integrate systems thinking and transformational leadership principles to initiate and manage organizational change, foster a culture of safety, and optimize healthcare outcomes across diverse settings.
- Exemplify professional integrity, accountability, and ethical leadership by fostering continuous personal and professional development and cultivating environments that support legal compliance, ethical practice, and reflective lifelong learning.
- Employ business acumen and data-informed decision-making to strategically manage human, fiscal, and technological resources, leveraging informatics and analytics for operational excellence and strategic planning in healthcare organizations.

Nurse and Healthcare Educator Post Baccalaureate Graduate Certificate

The nurse and healthcare educator graduate level certificate prepares professionals with a baccalaureate degree in nursing or other healthcare disciplines for educator roles in academic, clinical, and professional development settings. The curriculum emphasizes the art and science of teaching and learning within evolving healthcare and interprofessional education environments. Students gain foundational knowledge and applied skills to design, implement, and evaluate educational experiences for diverse learners across nursing and healthcare disciplines.

Nurse and Healthcare Educator Certificate Outcomes

- Facilitate meaningful learning by integrating educational theory, evidence-based strategies, innovative technology, and reflective practice to meet diverse learner needs.
- Create learner-centered, inclusive educational experiences that foster professional growth, self-awareness, and socialization into the nursing profession.
- Develop and implement evidence-based, valid, and reliable assessment and evaluation strategies to measure learner performance and guide educational improvement.
- Participate collaboratively in curriculum design, implementation, and evaluation to advance innovative educational programs responsive to healthcare trends.
- Demonstrate leadership and change-agent skills through active engagement in academic and healthcare settings to improve education and patient outcomes.
- Commit to continuous quality improvement and lifelong learning to advance nursing and/or healthcare education, scholarship, and the professional development of self and others.

- Engage in scholarship that advances the science of nursing and/or healthcare education and informs practice, including research, quality improvement, and evidence dissemination.
- Demonstrate professionalism, ethical conduct, and leadership while navigating the complexities of education environments and fostering an inclusive, supportive educational climate.

IEPMS Post Baccalaureate Graduate Certificate

The Informatics, Evidence-Based Practice, and Project Management/Strategy (IEPMS) Post-Baccalaureate Graduate Certificate prepares students to implement and lead healthcare practice projects in a strategic manner using quality indicators, dashboards, informatics-based data, national guidelines, and other forms of evidence. Credits earned can be applied toward the Master of Science in Nursing or Master of Healthcare Administration for students who would like to earn a master's degree.

IEPMS Outcomes

- Analyze current/emerging patient care, informatics, and communication technologies to deliver and enhance healthcare outcomes.
- Apply safety and quality principles, methods, performance measures, and standards to transparently improve healthcare outcomes across the continuum of care.
- Integrate research, evidence, theory, clinical reasoning, and patient values to positively impact patient and population healthcare outcomes.
- Utilize a systems approach as an organizational leader to effectively plan resource use, promote evidence-based practice to improve systems, and assure safe, high quality healthcare outcomes.
- Incorporate concepts, issues, and techniques for effectively managing projects.

Integrative and Holistic Health (IHH) Post-Baccalaureate Graduate Certificate

The Integrative and Holistic Health (IHH) Post-Baccalaureate Graduate Certificate is designed for nurses and healthcare professionals seeking to expand their expertise in whole-person, patient-centered care. Grounded in evidence-informed practices, the program explores the integration of conventional and complementary approaches to support health, healing, and well-being. One course in the certificate can be applied toward the Master of Science in Nursing for students who would like to earn a master's degree.

Integrative and Holistic Health Graduate Certificate Outcomes

- Apply integrative and holistic health principles to promote the well-being of individuals, families, communities, and health systems.
- Incorporate a variety of evidence-informed integrative and holistic modalities and therapies to achieve optimal care outcomes.
- Formulate integrative and holistic interventions to positively impact health behavior, health promotion, disease prevention, and condition-related symptoms.
- Integrate person-centered care considering the mind-body-spirit connection to foster resilience and healing.
- Demonstrate high standards of ethical and legal conduct when utilizing integrative and holistic practices.
- Employ a collaborative, holistic approach to ensure the attainment of diverse and culturally unique health needs and preferences.

Course Registration/Descriptions

Consultation with your academic advisor is strongly advised to ensure proper progression through the graduate nursing program. Initially, students may work with the Nursing Student Support Specialist to formulate an academic plan that outlines anticipated course sequencing, commencement, and graduation semesters.

If changes to the initial academic plan occur, including adjustments related to course sequencing, leaves, or other progression related matters, students are expected to consult with their graduate nursing academic advisor. Any changes that affect anticipated commencement or graduation semesters must be updated in the Graduate Dashboard to ensure accurate program tracking.

Students should check with their graduate nursing academic advisor for guidance in program planning. A composite list of course offerings for each semester is available on eServices:

<https://eservices.mnstate.edu/registration/search/basic.html?campusid=072>

Electronic registration is used for courses offered at MSUM. Graduate students do not need an advisor access code to register for classes, but are encouraged to register in a timely manner, as courses tend to fill quickly.

Registration windows can be found at:

<https://www.mnstate.edu/registrar/registration/window/>

Students should also refer to the MSUM Academic Calendar for advising periods, registration dates, semester start and end dates, and other important deadlines relevant to each term:

<https://www.mnstate.edu/academics/calendars>

Course descriptions, credit amounts, and prerequisite requirements are available at:

<https://www.mnstate.edu/academics/requirements/course-descriptions/>

Graduate Dashboard

All graduate forms need to be completed by the student on the Graduate

Dashboard at <https://my.mnstate.edu/gradstudies/students>. Log-in to the site at the beginning of the program and check regularly to update forms, especially during the last two semesters prior to your anticipated graduation.

MSN Stackable Degree and Certificates Table

MSN – Generalist	MSN Add Nurse Leader Cert	MSN Add Nurse and Healthcare Educator Cert	MSN Add Informatics, Evidence-Based Practice & Project Management Strategy Cert	MSN Add Integrative and Holistic Health Cert	Add Masters in Health Administration to MSN
<ul style="list-style-type: none"> • NURS 600 (3) • NURS 605 (3) • NURS 610 (3) • NURS 615 (3) • NURS 628 (3) • NURS 638 (3) • NURS 650 (3) • NURS 629 (3) • NURS 662 (3) • NURS 640P (3) • NURS 695 (1) 	<ul style="list-style-type: none"> • MHA 618 (3) • MHA 619 (3) 	<ul style="list-style-type: none"> • NURS 639 (3) • NURS 649 (3) 	<ul style="list-style-type: none"> • MBA 683 (3) 	<ul style="list-style-type: none"> • SOC 661 (3) • NURS 654 (3) • Choose ONE course (3) <ul style="list-style-type: none"> ○ NURS 552 or ○ HLTH 580 	<ul style="list-style-type: none"> • ECON 610 (3) • MHA 514 (3) • MHA 540 (3) • MHA 618 (3) • MHA 619 (3) • MHA 625 (3) • MHA 651 (3) • MHA 692A (1) • MHA 692B (3)
31 credits	Add 6 credits	Add 6 credits	Add 3 credits	Add 9 credits	Add 25 credits

Additional Add Ons:

- **[Innovation & Leadership in Aging Studies Graduate Certificate](#)**
Add a total of 9 credits for the ILAS cert to the MSN generalist with taking three additional courses: [MHA 500](#) Aging in the US: Introduction to Gerontology and Senior Support Care (3), [MHA 501](#) Health Aspects of Aging (3), and [MHA 521](#) – Long Term Care Administration (3)
- **[Finance and Quality Management in Healthcare](#)**
Add a total of 3 credits to the MSN generalist by taking one additional course: MHA 619- Applied Healthcare Financial Management.
- **[Leadership and Talent Management in Healthcare](#)**
Add a total of 6 credits to the MSN generalist by taking two additional courses: MHA 540 – Healthcare Strategic Planning and Marketing, MHA 619- Applied Healthcare Financial Management.
- **[Leadership for Healthcare Operations](#)**
Add a total of 9 credits to the MSN generalist by taking three additional courses: MHA 514 – Talent Management in Healthcare and MHA 619- Applied Healthcare Financial Management, and MHA 651- Healthcare Operations Management.
- **[Operations and Quality Management in Healthcare](#)**
Add a total of 3 credits to the MSN generalist by taking one additional course: MHA 651- Healthcare Operations Management.
- **[Innovation and Leadership in Healthcare Graduate Certificate](#)**
Add a total of 3 credits to the MSN generalist by taking one additional course: MHA 619- Applied Healthcare Financial Management.
- **[EdD Leadership with Healthcare Emphasis](#)**
MSN completion – 15 credits applied toward degree
Can apply up to another 12 credits toward emphasis (beyond 15 credits allow with MSN) = up to 27 credits

Progression Planning Templates

Master of Science in Nursing – Traditional Curriculum Progression Plans

The traditional MSN is offered in both a fully online, flexible progression and hybrid, cohort delivery. This pathway is for nurses that already have a bachelor’s degree in nursing.

Master of Science in Nursing (Online) Progression Plan Template

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise</i>
NURS	600	Nursing Science, Ethical, and Transcultural Theories	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership	3	Summer 20XX
NURS	605	Healthcare Quality, Safety, and Regulatory Management	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare	3	Fall 20XX
NURS	615	Research and Evidence-Based Practice*	3	Spring 20XX
NURS	638	Health Information Systems	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	3	Spring 20XX
*NURS	640P	MSN Practicum Capstone = 100 hours of practicum <i>Practicum course taken toward the end of the program of study</i>	3	Fall, Spring, Summer 20XX
NURS	695	Portfolio (Plan B) * <i>Portfolio course taken toward the end of the program of study</i>	1	Fall, Spring, Summer 20XX
		Total (should add up to 31 credits):		

Master of Science in Nursing (Hybrid, Cohort) Progression Plan Template-Fall Start

Dept.	No.	Title	Delivery Hybrid - H Online - O	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
Fall Semester					
NURS	605	Healthcare Quality, Safety, and Regulatory Management	O	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement 12 hours MN public policy onsite experience – at the capital in St Paul (2 days)	H	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare 12 hours of experiential learning	H	3	Fall 20XX
Spring Semester					
NURS	615	Research and Evidence-Based Practice* 12 hours on-campus (2 days) <ul style="list-style-type: none"> • 4 hours campus-based class • 8 hours Student Academic Conference (on campus) 	H	3	Spring 20XX
NURS	638	Health Information Systems 12 hours of experiential learning	H	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	O	3	Spring 20XX
NURS	640P	MSN Practicum Capstone 100 hours of practicum Practicum course taken toward the end of the program of study	H	3	Spring 20XX
Summer Semester					
NURS	600	Nursing Science, Ethical, and Transcultural Theories	O	3	Summer 20XX

NURS	610	Holistic Health Promotion & Disease Prevention 12 hours of experiential learning	H	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership 12 hours of experiential learning	H	3	Summer 20XX
NURS	695	Portfolio (Plan B) * Portfolio course taken toward the end of the program of study Oral exam on campus (1 day)	H	1	Summer 20XX

*** Curricular Practical Training (CPT) is available by completing the requirements and enrolling in NURS 669, offered every term. CPT is an essential component of the MSN curriculum, providing an opportunity to apply and advance your nursing skills—not to continue your current employment. Students must demonstrate that their CPT experience represents a transition or elevation of skills beyond their existing role, in alignment with the master’s program. CPT cannot be guaranteed on day one, as all required processes must be completed to obtain proper approval in accordance with federal and university regulations.

Master of Science in Nursing (Hybrid, Cohort) Progression Plan Template-Spring Start

Dept.	No.	Title	Delivery Hybrid - H Online - O	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
Spring Semester					
NURS	615	Research and Evidence-Based Practice 12 hours on-campus (2 days) <ul style="list-style-type: none"> • 4 hours campus-based class • 8 hours Student Academic Conference (on campus) 	H	3	Spring 20XX
NURS	638	Health Information Systems 12 hours of experiential learning	H	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	O	3	Spring 20XX
Summer Semester					
NURS	600	Nursing Science, Ethical, and Transcultural Theories	O	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention 12 hours of experiential learning	H or O	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership 12 hours of experiential learning	H or O	3	Summer 20XX
NURS	640P	MSN Practicum Capstone 100 hours of practicum Practicum course taken toward the end of the program of study	H or O	3	Summer 20XX
Fall Semester					
NURS	605	Healthcare Quality, Safety, and Regulatory Management	O	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement 12 hours MN public policy onsite experience – at the capital in St Paul (2 days)	H	3	Fall 20XX

NURS	629	Educational Foundations and Teaching Strategies in Healthcare 12 hours experiential learning	H	3	Fall 20XX
NURS	695	Portfolio (Plan B) * Portfolio course taken toward the end of the program of study Oral exam on campus (1 day)	H	1	Fall 20XX

*** Curricular Practical Training (CPT) is available by completing the requirements and enrolling in NURS 669, offered every term. CPT is an essential component of the MSN curriculum, providing an opportunity to apply and advance your nursing skills—not to continue your current employment. Students must demonstrate that their CPT experience represents a transition or elevation of skills beyond their existing role, in alignment with the master’s program. CPT cannot be guaranteed on day one, as all required processes must be completed to obtain proper approval in accordance with federal and university regulations.

Master of Science in Nursing (Hybrid, Cohort) Progression Plan Template-Summer Start

Dept.	No.	Title	Delivery Hybrid - H Online - O	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
Summer Semester					
NURS	600	Nursing Science, Ethical, and Transcultural Theories	O	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention 12 hours of experiential learning	H	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership 12 hours of experiential learning	H	3	Summer 20XX
Fall Semester					
NURS	605	Healthcare Quality, Safety, and Regulatory Management	O	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement 12 hours MN public policy onsite experience – at the capital in St Paul (2 days)	H	3	Fall 20XX
NURS	629	Educational Foundations and Teaching 12 hours of experiential learning	H	3	Fall 20XX
NURS	640P	MSN Practicum Capstone 100 hours of practicum Practicum course taken toward the end of the program of study	H	3	Fall 20XX
Spring Semester					
NURS	615	Research and Evidence-Based Practice 12 hours on-campus (2 days) <ul style="list-style-type: none"> • 4 hours campus-based class • 8 hours Student Academic Conference (on campus) 	H	3	Spring 20XX
NURS	638	Health Information Systems 12 hours of experiential learning	H	3	Spring 20XX

NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	O	3	Spring 20XX
NURS	695	Portfolio (Plan B) * Portfolio course taken toward the end of the program of study Oral exam on campus (1 day)	H	1	Spring 20XX

*** Curricular Practical Training (CPT) is available by completing the requirements and enrolling in NURS 669, offered every term. CPT is an essential component of the MSN curriculum, providing an opportunity to apply and advance your nursing skills—not to continue your current employment. Students must demonstrate that their CPT experience represents a transition or elevation of skills beyond their existing role, in alignment with the master’s program. CPT cannot be guaranteed on day one, as all required processes must be completed to obtain proper approval in accordance with federal and university regulations.

Accelerated RN-BSN-MSN Pathway Progression Plans

The Accelerated RN-BSN-MSN Pathway at Minnesota State Moorhead offers a streamlined and flexible option for associate degree registered nurses to earn both a Bachelor of Science in Nursing (BSN) and a Master of Science in Nursing (MSN). This pathway is available in either a fully online, flexible progression format or a hybrid, cohort-based delivery model. Students enrolled in the RN-BSN program may complete approved graduate nursing courses (NURS 615, NURS 610, and NURS 662) that are applied as substitutions for designated RN-BSN requirements and awarded dual credit toward both degrees. Students in the BSN portion of the pathway must also comply with all undergraduate graduation requirements as outlined by the university, which are available at: <https://www.mnstate.edu/about/policies-procedures/list/graduation-requirements>. Upon completion of all RN-BSN requirements and conferral of the baccalaureate degree, eligible students may be admitted to the MSN program and continue enrollment to complete the remaining MSN degree requirements as outlined in the progression plan below.

Accelerated RN-BSN-MSN Pathway (Online) Progression Plan Template

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
NURS	600	Nursing Science, Ethical, and Transcultural Theories	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention	3	Complete in RN-BSN substitute for NURS 342
NURS	650	Organizational Strategy & Systems Leadership	3	Summer 20XX
NURS	605	Healthcare Quality, Safety, and Regulatory Management	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare	3	Fall 20XX
NURS	615	Research and Evidence-Based Practice*	3	Complete in RN-BSN substitute for NURS 370
NURS	638	Health Information Systems	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	3	Complete in RN-BSN substitute for NURS 462
*NURS	640P	MSN Practicum Capstone = 100 hours of practicum <i>Practicum course taken toward the end of the program of study</i>	3	Fall, Spring, Summer 20XX
NURS	695	Portfolio (Plan B) * <i>Portfolio course taken toward the end of the program of study</i>	1	Fall, Spring, Summer 20XX
		Total (should add up to 31 credits):		

Accelerated RN-BSN-MSN Pathway (Hybrid) Progression Plan Template -Fall Start

Dept.	No.	Title	Delivery Hybrid - H Online - O	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
Fall Semester					
NURS	301	Transitions	H	4	Fall 20XX
NURS	303	Holistic Family Nursing	H	4	Fall 20XX
NURS	348	Public Health Nursing	H	4	Fall 20XX
Spring Semester					
NURS	420	Gerontological Nursing	H	3	Spring 20XX
NURS	472	Leadership and Professional Development	H	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	O	3	Spring 20XX
NURS	615	Research and Evidence-Based Practice 12 hours on-campus (2 days) <ul style="list-style-type: none"> • 4 hours campus-based class • 8 hours Student Academic Conference (on campus) 	H	3	Spring 20XX
Summer Semester					
NURS	473	Professional Pathways	H	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention 12 hours of experiential learning	H	3	Summer 20XX
NURS	600	Nursing Science, Ethical, and Transcultural Theories	O	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership 12 hours of experiential learning	H	3	Summer 20XX
Graduate with BSN – Move to MSN status					
Fall Semester					
NURS	605	Healthcare Quality, Safety, and Regulatory Management	O	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement	H	3	Fall 20XX

		12 hours MN public policy onsite experience – at the capital in St Paul (2 days)			
NURS	629	Educational Foundations and Teaching Strategies in Healthcare 12 hours of experiential learning	H	3	Fall 20XX
Spring Semester					
NURS	638	Health Information Systems 12 hours of experiential learning	H	3	Spring 20XX
NURS	640P	MSN Practicum Capstone 100 hours of practicum Practicum course taken toward the end of the program of study	H	3	Spring 20XX
NURS	695	Portfolio (Plan B) * Portfolio course taken toward the end of the program of study Oral exam on campus (1 day)	H	1	Spring 20XX

*** Curricular Practical Training (CPT) is available by completing the requirements and enrolling in NURS 669, offered every term. CPT is an essential component of the MSN curriculum, providing an opportunity to apply and advance your nursing skills—not to continue your current employment. Students must demonstrate that their CPT experience represents a transition or elevation of skills beyond their existing role, in alignment with the master’s program. CPT cannot be guaranteed on day one, as all required processes must be completed to obtain proper approval in accordance with federal and university regulations.

Accelerated RN-BSN-MSN Pathway (Hybrid) Progression Plan Template -Spring Start

Dept.	No.	Title	Delivery Hybrid - H Online - O	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
Spring Semester					
NURS	301	Transitions	H	4	Spring 20XX
NURS	303	Holistic Family Nursing	H	4	Spring 20XX
NURS	472	Leadership and Professional Development	H	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	O	3	Spring 20XX
NURS	615	Research and Evidence-Based Practice 12 hours on-campus (2 days) <ul style="list-style-type: none"> • 4 hours campus-based class • 8 hours Student Academic Conference (on campus) 	H	3	Spring 20XX
Summer Semester					
NURS	610	Holistic Health Promotion & Disease Prevention 12 hours of experiential learning	H or O	3	Summer 20XX
NURS	348	Public Health Nursing	H	4	Summer 20XX
NURS	420	Gerontological Nursing	H	3	Summer 20XX
NURS	473	Professional Pathways	H	3	Summer 20XX
Graduate with BSN – Move to MSN status					
Fall Semester					
NURS	605	Healthcare Quality, Safety, and Regulatory Management	O	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement 12 hours MN public policy onsite experience – at the capital in St Paul (2 days)	H	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare 12 hours of experiential learning	H	3	Fall 20XX
Spring Semester					

NURS	640P	MSN Practicum Capstone 100 hours of practicum <i>Practicum course taken toward the end of the program of study</i>	H	3	Spring 20XX
NURS	638	Health Information Systems 12 hours of experiential learning	H	3	Spring 20XX
NURS or MHA		Elective	O	3	Spring 20XX
Summer Semester					
NURS	600	Nursing Science, Ethical, and Transcultural Theories	O	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership 12 hours of experiential learning	H	3	Summer 20XX
NURS	695	Portfolio (Plan B) * Portfolio course taken toward the end of the program of study Oral exam on campus (1 day)	H	1	Summer 20XX

*** Curricular Practical Training (CPT) is available by completing the requirements and enrolling in NURS 669, offered every term. CPT is an essential component of the MSN curriculum, providing an opportunity to apply and advance your nursing skills—not to continue your current employment. Students must demonstrate that their CPT experience represents a transition or elevation of skills beyond their existing role, in alignment with the master’s program. CPT cannot be guaranteed on day one, as all required processes must be completed to obtain proper approval in accordance with federal and university regulations.

Accelerated RN-BSN-MSN Pathway (Hybrid) Progression Plan Template - Summer Start

Dept.	No.	Title	Delivery Hybrid - H Online - O	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
Summer Semester					
NURS	301	Transitions	H	4	Summer 20XX
NURS	303	Holistic Family Nursing	H	4	Summer 20XX
NURS	472	Leadership and Professional Development	H	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention 12 hours of experiential learning	O	3	Summer 20XX
Fall Semester					
NURS	348	Public Health Nursing	H	4	Fall 20XX
NURS	420	Gerontological Nursing	H	3	Fall 20XX
NURS	473	Professional Pathways	H	3	Fall 20XX
NURS	605	Healthcare Quality, Safety, and Regulatory Management	O	3	Fall 20XX
Spring Semester					
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	O	3	Spring 20XX
NURS	615	Research and Evidence-Based Practice 12 hours on-campus (2 days) <ul style="list-style-type: none"> • 4 hours campus-based class • 8 hours Student Academic Conference (on campus) 	H	3	Spring 20XX
NURS	638	Health Information Systems 12 hours of experiential learning	H	3	Spring 20XX
		Elective	H	3	Spring 20XX
Graduate with BSN – Move to MSN status					
Summer Semester					
NURS	600	Nursing Science, Ethical, and Transcultural Theories	O	3	Summer 20XX

NURS	650	Organizational Strategy & Systems Leadership 12 hours of experiential learning	H	3	Summer 20XX
NURS	640P	MSN Practicum Capstone 100 hours of practicum Practicum course taken toward the end of the program of study	H	3	Spring 20XX
Fall Semester					
NURS	628	Health Care Delivery Systems, Policy and Reimbursement 12 hours MN public policy onsite experience – at the capital in St Paul (2 days)	H	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare 12 hours of experiential learning	H	3	Fall 20XX
NURS	695	Portfolio (Plan B) * Portfolio course taken toward the end of the program of study Oral exam on campus (1 day)	H	1	Fall 20XX

*** Curricular Practical Training (CPT) is available by completing the requirements and enrolling in NURS 669, offered every term. CPT is an essential component of the MSN curriculum, providing an opportunity to apply and advance your nursing skills—not to continue your current employment. Students must demonstrate that their CPT experience represents a transition or elevation of skills beyond their existing role, in alignment with the master’s program. CPT cannot be guaranteed on day one, as all required processes must be completed to obtain proper approval in accordance with federal and university regulations.

RN-MSN Bridge Pathway Progression Plans

The RN-MSN Bridge option at Minnesota State Moorhead provides a pathway for associate-degree registered nurses who hold a non-nursing bachelor's degree or higher to pursue the Master of Science in Nursing (MSN). This option is designed to prepare students for graduate-level nursing coursework through completion of designated bridge requirements prior to and during entry into the MSN curriculum. This pathway is available in either a fully online, flexible progression format or a hybrid, cohort-based delivery model, as outlined in the progression plans presented below.

RN-MSN Bridge Pathway (Online) Progression Plan Template

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
NURS	301	Transitions	4	Fall, Spring, Summer Semesters 20XX
NURS	303	Holistic Family Nursing	4	Fall, Spring, Summer Semesters 20XX
NURS	348	Public Health	4	Fall, Spring, Summer Semesters 20XX
Bridge courses (NURS 301, NURS 303, and NURS 348) serve as preparatory coursework for the MSN program and must be completed during the first two semesters before beginning MSN-level courses.				
NURS	600	Nursing Science, Ethical, and Transcultural Theories	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership	3	Summer 20XX
NURS	605	Healthcare Quality, Safety, and Regulatory Management	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare	3	Fall 20XX
NURS	615	Research and Evidence-Based Practice*	3	Spring 20XX
NURS	638	Health Information Systems	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	3	Spring 20XX
*NURS	640P	MSN Practicum Capstone = 100 hours of practicum Practicum course taken toward the end of the program of study	3	Fall 20XX, Spring 20XX or Summer 20XX
NURS	695	Portfolio (Plan B) * Portfolio course taken toward the end of the program of study	1	Fall, Spring, Summer 20XX
		Total (should add up to 43 credits):		

RN-MSN Bridge Pathway (Hybrid, Cohort) Progression Plan Template-Fall Start

Dept.	No.	Title	Delivery Hybrid - H Online - O	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
Fall Semester - Must take undergraduate bridge courses (12 credits) - NURS 301, NURS 303, and NURS 348 at the start of the progression – in the first 1-2 semesters. These are preparatory courses for the MSN coursework.					
NURS	301	Transitions	H	4	Fall 20XX
NURS	303	Holistic Family Nursing	H	4	Fall 20XX
NURS	348	Public Health	H	4	Fall 20XX
Spring Semester					
NURS	615	Research and Evidence-Based Practice* 12 hours on-campus (2 days) <ul style="list-style-type: none"> • 4 hours campus-based class • 8 hours Student Academic Conference (SAC) 	H	3	Spring 20XX
NURS	638	Health Information Systems 12 hours of experiential learning	H	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	O	3	Spring 20XX
Summer Semester					
NURS	600	Nursing Science, Ethical, and Transcultural Theories	O	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention 12 hours of experiential learning	H or O	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership 12 hours of experiential learning	H or O	3	Summer 20XX
NURS	640P	MSN Practicum Capstone 100 hours of practicum Practicum course taken toward the end of the program of study	H	3	Summer 20XX
Fall Semester					
NURS	605	Healthcare Quality, Safety, and Regulatory Management	O	3	Fall 20XX

NURS	628	Health Care Delivery Systems, Policy and Reimbursement 12 hours MN public policy onsite experience – at the capital in St Paul (2 days)	H	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare 12 hours of experiential learning	H	3	Fall 20XX
NURS	695	Portfolio (Plan B) * Portfolio course taken toward the end of the program of study Oral exam on campus (1 day)	H	1	Fall 20XX
Total Credits				53	

*** Curricular Practical Training (CPT) is available by completing the requirements and enrolling in NURS 669, offered every term. CPT is an essential component of the MSN curriculum, providing an opportunity to apply and advance your nursing skills—not to continue your current employment. Students must demonstrate that their CPT experience represents a transition or elevation of skills beyond their existing role, in alignment with the master’s program. CPT cannot be guaranteed on day one, as all required processes must be completed to obtain proper approval in accordance with federal and university regulations.

RN-MSN Bridge Pathway (Hybrid, Cohort) Progression Plan Template-Spring Start

Dept.	No.	Title	Delivery Hybrid - H Online - O	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
Spring Semester - Must take undergraduate bridge courses (12 credits) - NURS 301, NURS 303, and NURS 348 at the start of the progression – in the first 1-2 semesters. These are preparatory courses for the MSN coursework.					
NURS	301	Transitions	H	4	Spring 20XX
NURS	303	Holistic Family Nursing	H	4	Spring 20XX
NURS	348	Public Health	H	4	Spring 20XX
Summer Semester					
NURS	600	Nursing Science, Ethical, and Transcultural Theories	O	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention 12 hours of experiential learning	H or O	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership 12 hours of experiential learning	H or O	3	Summer 20XX
Fall Semester					
NURS	605	Healthcare Quality, Safety, and Regulatory Management	O	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement 12 hours MN public policy onsite experience – at the capital in St Paul (2 days)	H	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare 12 hours of experiential learning	H	3	Fall 20XX
NURS	640P	MSN Practicum Capstone 100 hours of practicum Practicum course taken toward the end of the program of study	H	3	Fall 20XX
Spring Semester					

NURS	615	Research and Evidence-Based Practice* 12 hours on-campus (2 days) <ul style="list-style-type: none">• 4 hours campus-based class• 8 hours Student Academic Conference (SAC)	H	3	Spring 20XX
NURS	638	Health Information Systems 12 hours of experiential learning	H	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	O	3	Spring 20XX
NURS	695	Portfolio (Plan B) * Portfolio course taken toward the end of the program of study Oral exam on campus (1 day)	H	1	Spring 20XX
Total Credits				53	

*** Curricular Practical Training (CPT) is available by completing the requirements and enrolling in NURS 669, offered every term. CPT is an essential component of the MSN curriculum, providing an opportunity to apply and advance your nursing skills—not to continue your current employment. Students must demonstrate that their CPT experience represents a transition or elevation of skills beyond their existing role, in alignment with the master’s program. CPT cannot be guaranteed on day one, as all required processes must be completed to obtain proper approval in accordance with federal and university regulations.

RN-MSN Bridge Pathway (Hybrid, Cohort) Progression Plan Template-Summer Start

Dept.	No.	Title	Delivery Hybrid - H Online - O	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
Summer Semester - <i>Must take undergraduate bridge courses (12 credits) - NURS 301, NURS 303, and NURS 348 at the start of the progression – in the first 1-2 semesters. These are preparatory courses for the MSN coursework.</i>					
NURS	301	Transitions	H	4	Summer 20XX
NURS	303	Holistic Family Nursing	H	4	Summer 20XX
NURS	348	Public Health	H	4	Summer 20XX
Fall Semester					
NURS	605	Healthcare Quality, Safety, and Regulatory Management	O	3	Fall 20XX
NURS	628	Health Care Delivery Systems, Policy and Reimbursement 12 hours MN public policy onsite experience – at the capital in St Paul (2 days)	H	3	Fall 20XX
NURS	629	Educational Foundations and Teaching Strategies in Healthcare 12 hours of experiential learning	H	3	Fall 20XX
Spring Semester					
NURS	615	Research and Evidence-Based Practice* 12 hours on-campus (2 days) <ul style="list-style-type: none"> • 4 hours campus-based class • 8 hours Student Academic Conference (SAC) 	H	3	Spring 20XX
NURS	638	Health Information Systems 12 hours of experiential learning	H	3	Spring 20XX
NURS	662	Pathophysiology, Pharmacology, and Physical Assessment for Health Professions	O	3	Spring 20XX
NURS	640P	MSN Practicum Capstone 100 hours of practicum Practicum course taken toward the end of the program of study	H	3	Spring 20XX
Summer Semester					

NURS	600	Nursing Science, Ethical, and Transcultural Theories	O	3	Summer 20XX
NURS	610	Holistic Health Promotion & Disease Prevention 12 hours of experiential learning	H	3	Summer 20XX
NURS	650	Organizational Strategy & Systems Leadership 12 hours of experiential learning	H	3	Summer 20XX
NURS	695	Portfolio (Plan B) * Portfolio course taken toward the end of the program of study Oral exam on campus (1 day)	H	1	Summer 20XX
Total Credits				53	

*** Curricular Practical Training (CPT) is available by completing the requirements and enrolling in NURS 669, offered every term. CPT is an essential component of the MSN curriculum, providing an opportunity to apply and advance your nursing skills—not to continue your current employment. Students must demonstrate that their CPT experience represents a transition or elevation of skills beyond their existing role, in alignment with the master’s program. CPT cannot be guaranteed on day one, as all required processes must be completed to obtain proper approval in accordance with federal and university regulations.

Nursing and Healthcare Graduate Certificate Progression Plan Templates

Nurse & Healthcare Educator Certificate (Online) Progression Plan Template

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
NURS	629	Educational Foundations and Teaching Strategies in Healthcare Note: TLC equivalency	3	Fall 20XX
NURS	639	Curriculum/Course Design and Evaluation in Healthcare Education Note: TLC equivalency	3	Spring 20XX
NURS	649	Assessment, Testing, and Evaluation Strategies in Healthcare Education Note: TLC equivalency	3	Summer 20XX
		Total Credits = 9 credits		

Nurse Leader Certificate (Online) Progression Plan Template

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
REQUIRED COURSES (6 Credits)				
MHA	618	Healthcare Law and Ethical Decision-Making	3	Fall 20XX
MHA	619	Applied Health Care Financial Management	3	Spring 20XX
*Choose ONE OF THE FOLLOWING ELECTIVES (3 credits)				
NURS	650	Organizational Strategy and Systems Leadership	3	Summer 20XX
NURS	605	Healthcare Quality, Safety, and Regulatory Management	3	Fall 20XX
NURS	628	Healthcare Delivery Systems, Policy, & Reimbursement	3	Fall 20XX
		Total Credits = 9 Credits		

IEPMS Certificate (Online) Progression Plan Template

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
NURS	650	Organizational Strategy and Systems Leadership	3	Summer 20XX
NURS	605	Healthcare Quality, Safety, and Regulatory Management	3	Fall 20XX
NURS	638	Health Information Systems	3	Spring 20XX
NURS	615	Research and Evidence-Based Practice	3	Spring 20XX
MBA	685	Project Management	3	Summer 20XX
*ONE OF THE FOLLOWING ELECTIVES				
*NURS	600	Nursing Science, Ethical, and Transcultural Theories	3	Summer 20XX
*MHA	651	Healthcare Operations Management	3	Summer 20XX
*NURS	628	Healthcare Delivery Systems, Policy, & Reimbursement	3	Fall 20XX
*MHA	618	Healthcare Law and Ethical Decision-Making		Fall 20XX
		Total Credits:	18	

Integrative and Holistic Health Certificate (Online) Progression Plan Template

Dept.	No.	Title	Cr.	Date Taken/ Anticipated (Semester/Year) <i>The semester noted below is the semester that the course is offered unless notified otherwise.</i>
NURS	610	Holistic Health Promotion & Disease Prevention	3	Summer 20XX
NURS	654	Foundations of Integrative & Holistic Care	3	Summer 20XX
SOC	661	Historical Trauma and Resilience	3	Spring 20XX
*Choose ONE OF THE FOLLOWING ELECTIVES (3 credits)				
*NURS	552	End of Life Care	3	Fall 20XX
*HLTH	580	Mindfulness	3	Spring 20XX
		Total Credits = 12 credits		

Oral Examination Process and Evaluation

The oral examination process provides the MS degree candidate with the opportunity to present findings from their self-reflection as documented in the Professional Portfolio; demonstrate mastery of the Program Student Outcomes outlined in their plan of study; and illustrate readiness for an advanced role in nursing through demonstrated alignment of academic accomplishments.

- The Professional Portfolio is completed and defended during the final semester of the MSN program while the student is enrolled in NURS 695.
- To schedule the oral examination, the student must be enrolled in NURS 695 and have completed at least 75% of the total credit hours required for the degree.
- The oral examination occurs after completion of the Professional Portfolio and prior to its formal acceptance and approval as the culminating scholarly work.
- The examination is conducted by the student's Oral Examination Committee and is approximately 60 minutes in length.
- Following the examination, the committee determines whether the written portfolio is accepted with or without revisions and whether the student has passed or failed the oral examination. Evaluation criteria are outlined in the Graduate Nursing Program Oral Examination Evaluation Rubric.
- Failure of the oral examination indicates that the student may not proceed in the degree candidacy process. A student may repeat the examination only through a formal appeal approved by the Nursing Progressions and Just Culture Committee.

Upon completion of the examination, the committee completes the required documentation to either approve the student's progression (in Graduate Dashboard) in the degree candidacy process or notify the appropriate office of the student's failure.

MSUM Graduate Nursing Program Oral Examination Evaluation Rubric

Student Name: _____

Type of Capstone: Portfolio

Committee Chair: _____

Committee Member(s): _____ Date: _____

Directions: Rate each of the Program Learning Outcomes using the rating descriptors provided below.

Rating	Narrative Descriptions	Synthesis of Evidence	Integration of Evidence	Multiple Sources of Evidence	Clarity	Organization	Scholarly Writing/ Presentation	Critical Thinking/ Analysis
5	Expert – Demonstrates advanced knowledge and skills expected of a graduate MSN student. Intuitively analyzes and recognizes problems with ideas and expertise. Relies on progressive experience and wisdom to provide guidance, troubleshoot, and answer questions. <i>Students are not expected to advance to an expert level in the program, which will come with time and professional experience beyond the scope of the program.</i>	X	X	X	X	X	X	X
4	Proficient – Can perceive and understand situations as whole parts. Learns from experiences and knowledge, anticipates what to expect, and reacts by modifying plans. May consult with an expert but will have a plan developed.		X	X	X	X	X	X
3	Competent – Gains more experience and knowledge, competence			X	X	X	X	X

	develops with solving problems and forming outcomes. Help from experts might still be required, but usually skills can be performed independently.							
2	Advanced Beginner – Demonstrates acceptable performance, starting to equate situational and non-situational aspects of learning, along with rules. Can start to apply some concepts but are still analytic by following examples.					X		X
1	Novice – A beginner, with no experience. Understanding and gaining information to comprehend skills by using rules obtained in the classroom setting; expected to need help from an expert to understand and apply concepts.							

Master of Nursing Science Program Student Outcomes (PSO)	Expert	Proficient	Competent	Advanced Beginner	Novice
1. Demonstrate leadership and facilitate change by effectively integrating current and emerging evidence from nursing and related disciplines to enhance human flourishing and continuously improve healthcare outcomes across diverse populations.					
2. Cultivate a professional identity by leading ethically and employing a systems approach to strategically allocate resources, guide ethical decision-making, and promote evidence-based practices that ensure high-quality, safe nursing care.					
3. Demonstrate a spirit of inquiry by formulating research questions, evaluating the impact of evidence-based interventions, and applying quality improvement tools and methods to enhance quality and safety within healthcare organizations.					
4. Exercise nursing judgment by integrating research, clinical reasoning, and patient values to make evidence-based decisions, resolve practice problems, and disseminate results to optimize health outcomes.					
5. Evaluate current and emerging patient care, informatics, and communication technologies to enhance healthcare delivery and coordinate across diverse settings, ensuring alignment with best practices and improving healthcare outcomes.					

6. Facilitate system-level initiatives to enhance healthcare outcomes through policy development, advocacy, and ethical decision-making, emphasizing healthcare equity and addressing social determinants of health to reduce disparities and improve access to care.					
7. Collaborate effectively as a leader and member of interprofessional teams to optimize care management and coordination, employing strong communication skills to build therapeutic relationships.					
8. Design, implement, and evaluate evidence-based strategies for clinical prevention and health promotion, addressing the diverse needs of individuals, families, communities, and populations.					
9. Integrate advanced nursing knowledge and competencies to influence health outcomes at individual, family, population, and systems levels, while demonstrating a commitment to lifelong professional growth and integrity.					

Examination Results:

___ Passed (No more than two “Advanced Beginner” and/or “Novice” areas)

___ Failed (Greater than two “Advanced Beginner” and/or “Novice” areas)

Comments (if applicable):

Technology Requirements and Competencies

The Graduate Nursing Program makes extensive use of the online learning environment to deliver course content, facilitate communication, and enhance student learning. Whether enrolled in a fully online or hybrid delivery format, students will regularly engage with a variety of instructional technologies throughout the program. As such, students are required to have reliable access to appropriate technology and internet services for the duration of the program.

Computer and Internet Requirements

Graduate nursing students are responsible for maintaining:

- A reliable personal computer (desktop or laptop) capable of supporting required academic software and learning platforms
- Consistent, highspeed internet access
- Functioning web camera

Given the online and asynchronous nature of many program components, intermittent or unreliable internet access is not an acceptable justification for missed deadlines or failure to participate in required learning activities.

Students are encouraged to consult the MSUM IT Helpdesk for guidance on recommended hardware and software prior to beginning coursework. MSUM also provides access to discounted or free academic software for currently enrolled students.

Minimum Technology Competencies

Students are expected to enter the program with the ability to independently perform the following tasks:

- Create, save, retrieve, and edit documents using Microsoft Word (not Microsoft Works)
- Send and receive email, including attaching and downloading files
- Upload documents to course learning management systems and other platforms
- Create Microsoft PowerPoint presentations
- Create and edit Microsoft Excel spreadsheets
- Browse the internet and conduct academic searches
- Utilize spell check and grammar check functions
- Save and back up files using external storage devices (e.g., flash drives, external hard drives, or cloud-based storage)

Students who do not possess these foundational skills are expected to seek appropriate training or support early in the program. Technical proficiency is considered an essential component of graduate level academic and professional success.

Student Support Services

Minnesota State Moorhead offers a wide range of student support services to promote academic success, personal well-being, and professional development throughout graduate study. These services include resources related to academic support, counseling and wellness, accessibility services, international student support, career development, and basic needs assistance.

Graduate nursing students are encouraged to proactively utilize available university resources to support their academic progress and overall well-being. Information about available services and how to access them can be found on the MSUM Student Services webpage: <https://www.mnstate.edu/student-life/student-services>

Engaging with student support services is considered an important component of professional self-care and successful progression in graduate nursing education.

Library Services and Research Support

Minnesota State Moorhead Livingston Lord Library provides comprehensive resources and services to support graduate nursing scholarship, evidence-based practice, and research activities. Library services include access to scholarly databases, journals, books, course reserves, interlibrary loan, and research support tailored to graduate-level coursework.

Graduate nursing students have access to a dedicated librarian who is available to provide individualized research assistance in person or online. Librarians can assist with developing search strategies, locating and evaluating evidence, navigating nursing and health sciences databases, and using citation management tools.

Students are strongly encouraged to engage with library services early and throughout their program to support high-quality academic and scholarly work. Additional information and contact details are available on the MSUM Library webpage: <https://www.mnstate.edu/library>

Academic Writing Support and Academic Integrity

Students are encouraged to utilize academic support services to enhance scholarly writing and ensure clarity, organization, and adherence to academic conventions. The MSUM Writing Center provides individualized support for graduate students at all stages of the writing process, including idea development, organization, APA formatting, and revision. Writing Center services are available by appointment and online: <https://www.mnstate.edu/academics/support/write>

In addition, students are expected to uphold the highest standards of academic scholarship and professional integrity. Students should review and adhere to the Academic Scholarship, Rigor, Integrity, and Honesty Policy and related expectations to ensure that all work submitted reflects original thought, accurate citation, and ethical academic practice. This includes, but is not limited to, appropriate use of sources, avoidance of plagiarism, and responsible use of academic and technological tools.

Failure to meet expectations related to academic integrity may result in academic or disciplinary consequences in accordance with university and program policies.

Attire and Professional Identification Policy

Department/Program:	Graduate Nursing Program
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2026.04
Last Revised Date:	2026.04
Revision History	

Graduate nursing students participating in experiential learning activities represent Minnesota State University Moorhead (MSUM), the Graduate Nursing Program, and the nursing profession. Experiential learning may occur in a variety of nontraditional settings, and faculty are not routinely present on site. As such, students are expected to exercise professional judgment, accountability, and integrity in all aspects of appearance, identification, and conduct.

Attire Expectations

Students are responsible for ensuring their attire reflects graduate level professionalism and aligns with the expectations of the experiential learning environment. At a minimum, students must:

- Dress in professional business or business casual attire, unless otherwise specified by the experiential learning site
- Wear clothing that is clean, neat, appropriate to the setting, and free of offensive language or imagery
- Select attire that supports safety, respect, and professional credibility

Site-specific dress code requirements take precedence and must be followed at all times.

Professional Identification

Clear identification as an MSUM graduate nursing student is essential when representing MSUM during experiential learning activities. Students must appropriately identify themselves, as required by the site and course faculty, which may include:

- An MSUM student identification badge (Dragon ID)
- A site issued identification badge
- Other approved forms of professional identification

Students must clearly represent themselves as graduate nursing students and may not present themselves as licensed independent practitioners beyond their legal scope of practice.

To support consistent professional identification, students should contact the Nursing Office at nursing@mnstate.edu to request a lanyard display of their Dragon photo ID (see <https://support.mnstate.edu/TDCClient/297/Portal/KB/ArticleDet?ID=4703> for additional information). Lanyards should be requested at least one month prior to the beginning of experiential learning or practicum activities. Lanyards will be ordered and mailed to the student's U.S. mailing address.

Students are responsible for the cost of replacing a lost or damaged Dragon ID. Requests for replacement identification should be directed to nursing@mnstate.edu, and students should allow up to four (4) weeks for processing and delivery.

Professional Appearance and Conduct

Because students are not directly supervised by faculty during experiential learning, they are expected to independently uphold professional standards, including:

- Appropriate personal grooming and hygiene
- Conservative use of fragrances in accordance with site policies
- Professional communication, demeanor, and behavior consistent with nursing values and university expectations

Students are accountable for how their appearance and conduct reflect on MSUM and the Graduate Nursing Program.

Accountability

Experiential learning sites and course faculty reserve the right to communicate concerns regarding student professionalism, including attire, identification, or conduct. Failure to meet professional expectations may result in removal from the experiential learning setting and may negatively impact course performance or program progression, in accordance with Graduate Nursing Program and MSUM policies.

Behavioral Alert System Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2026.04
Last Revised Date:	2026.04
Revision History	

Definitions

Technical Behavior: Acquire information, interpret information, motor skills, intellectual skills.

Professional Behavior: Communication skills, behavioral skills, character.

Nursing students are responsible for their own actions, as they have a widespread effect on others in the education and care environments -ultimately impacting those they serve. Students are responsible for conducting themselves with integrity, aligned with the ANA Code of Ethics for Nurses. It is a moral and legal responsibility of the student regarding their own actions and the actions of other members of the group. As an MSUM student, you are also expected to adhere to all MSUM and practice partner policies and procedures and standards.

Students who fail to conform to reasonable standards of performance and behavior across all MSUM-related educational experiences and settings will result in the student receiving a critical incident and/or meeting with the Nursing Progressions and Just Culture Committee depending on the severity of the incident.

In the event of a breach of associated policies of the nursing course syllabus, program handbook, and college or practice partner standards and policies, the behavioral alert system will be initiated. Based on the severity of the behavior, faculty reserves the right to determine if the behavior warrants minor or major status (See Appendix A).

Minor Incident Reporting and Procedure

1. The nursing faculty determines if the minor behavior is a negative professional or technical behavior.
 - a) If the action is considered a negative **technical behavior** violation, immediate feedback and remediation by the observing or course faculty should be provided and a follow-up email is to be sent to the student outlining the incident and any remediation required.
 - b) If the action is considered a negative **professional behavior** violation, immediate feedback and remediation by the observing or course faculty should be provided and the coaching opportunity form will be filled out by the involved faculty and given to the student's academic advisor.
 - The student's academic advisor will then follow through with the student to complete the coaching opportunity form (See Appendix B).
 - Once completed, the coaching opportunity form will be added to the student's file by the student's academic advisor.
 - The graduate program coordinator should be updated if not already involved.
2. Three negative minor behaviors (technical or professional) will result in a Critical Incident (See Appendix A).

Critical Incident Reporting and Procedure

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2026.04
Last Revised Date:	2026.04
Revision History	

- 1) The course faculty or program coordinator documents their account of or what was reported regarding the incident using the Critical Incident Report Form and meets and shares with the student (See Appendix C).
 - a) If the incident is associated with a specific course, the course faculty or staff promptly communicates the concern to the student, removes the student from the situation as necessary, and notifies the Nursing Progressions and Just Culture Committee Chair and any practice partner site leaders as appropriate.
 - b) If the incident is not course specific, but at the program level, the process bypasses the course faculty and elevates to the program coordinator who will notify the Nursing Progressions and Just Culture Committee Chair and any practice partner site leaders as appropriate.
- 2) The student then has an opportunity to document their account of the incident on the Critical Incident Report Form, or authors a letter as an appendix to the form and submits it to the faculty member. The faculty member will submit the form to the Nursing Progressions and Just Culture Committee Chair.
- 3) The Nursing Progressions and Just Culture Committee reviews the Critical Incident Form and any additional exhibits and outlines associated expectations and the plan of action or consequences to the student and the person who initiated the report. If a committee member is involved in the incident, they must recuse themselves from the committee meetings.
- 4) An Ad Hoc Progressions committee may be formed to remove bias in the critical incident process.
- 5) The outcome of the critical incident will be determined by the Nursing Progressions and Just Culture Committee, which may range from no action taken to dismissal from the program.
- 6) The final Critical Incident Report is filed by the nursing department.
- 7) The Critical Incident Report remains active throughout the student's enrollment in the nursing program.
- 8) Students have the right to appeal to the Nursing Progressions and Just Culture Committee's decision (See Student Grievance, Complaints, and Appeal Policy).

Student Conduct Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2013.05
Last Revised Date:	2026.04
Revision History	2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13

The Graduate Nursing Program adheres to the Minnesota State Moorhead policies related to student conduct. Students are expected to follow policies on conduct and responsibility as well as the institutional academic requirements and procedures (See current MSUM Student Handbook - <https://www.mnstate.edu/student-handbook>).

Academic Scholarship, Rigor, Integrity, and Honesty Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2001.08
Last Revised Date:	2026.04
Revision History	2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2024.04.2024, 2025.04

The nature of the nursing profession requires ethical behavior on the part of students both in the clinical and classroom settings. All work in this program and all related courses must be completed in a manner consistent with MSUM's Academic Honesty Policy (MSUM Student Handbook) and the Graduate Nursing Student Handbook and Policy Manual.

Students are expected to conduct themselves in a professional manner. Nurses are held to an expectation of high integrity and honesty. Therefore, MSUM Graduate Nursing students will be held to the following academic policy:

Academic Honesty Expectations

- Plagiarism and cheating will not be tolerated.
- If a student has questions about academic policies, it is the student's responsibility to discuss them with the instructor prior to submitting an assignment.
- All required assignments may be subject to instructor submission of the assignment to plagiarism detection software.
- Any student who commits plagiarism as defined by the instructor may fail the paper or the entire course, as determined by the faculty. If the instructor does not define plagiarism, students should use the following definition of plagiarism as a guideline:
 - More than 6 words in a row of exact content from another source without appropriate quotation marks and parenthetical citations.
 - 10% or more exact cited content throughout the whole paper. This is the core of the paper– not including title page, table of contents, reference pages, or appendixes.
 - 15% or more of very similar content throughout the whole paper. This is the core of the paper – not including title page, table of contents, reference pages, or appendixes.
 - Failure to use quotes and parenthetical citations (including author, year, AND page number) when quoting material.
 - ♣ Direct quotes should be limited. Please refer to the instructor's preferences on this. If not identified by the instructor, it is recommended that students have less than 10% of the entire paper in direct quotes. At the graduate level, students are expected to be able to read scholarly journals and synthesize information in their own words rather than using an excessive number of direct quotes.
- An instructor has the freedom to decide whether to allow the student to resubmit the test, quiz, or assignment points if the first submission has been found to be plagiarized. The student is expected to learn from the mistakes on subsequent assignments. Subsequent instances of plagiarism in any course put the student at risk for dismissal from the nursing program and possibly the university.
 - Any student caught copying or cheating on a test, quiz, or assignment, or having same or similar content in a paper to another student (current or former from any course) may fail the

test/quiz/assignment or the entire course, as determined by the faculty.

- Instances of cheating or plagiarism may be referred by the faculty to the appropriate authorities as per the Academic Honesty Policy as outlined in the MSUM Student Handbook <https://www.mnstate.edu/student-handbook/>

Appropriate Use of Artificial Intelligence (AI) Tools

- The use of AI tools (such as ChatGPT or other generative AI platforms) for writing, researching, or generating content is permitted only when explicitly allowed by the instructor. If allowed, any use of AI assistance must be clearly disclosed in the assignment, including which tool was used and how it contributed to the final submission.
- Unpermitted or undisclosed use of AI-generated content, including submitting AI-generated work as one's own, will be considered a violation of academic honesty and treated as plagiarism. Students are expected to use AI tools, when permitted, as a support for learning and idea generation, not as a substitute for critical thinking, analysis, and scholarly writing in their own words.
- Students with questions about the appropriate use of AI in coursework must consult the instructor prior to submission.

MSN Admission Requirements Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2001.08, 2018.02.21
Last Revised Date:	2026.04
Revision History	2018.01.24, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2024.04.30, 2025.04

Master of Science in Nursing (MSN) Admission Requirements

- A bachelor's degree in nursing from an accredited nursing program.
- Minimum cumulative GPA of 3.0 from the degree-granting institution.
 - Provisional admission may be considered for applicants below a 3.0 GPA; additional documentation may be required. Applicants with an undergraduate GPA below 3.0 should complete the Minimum Requirement Waiver question.
- Proof of current, unencumbered U.S. registered nurse (RN) license (any state).
 - **Note:** This program is not eligible for visa sponsorship. Students must reside in the US and have a valid RN license.
- **Conditional Admission-Degree and/or RN Licensure Pending (Optional)**

Applicants who are completing their bachelor's degree in nursing and/or preparing for U.S. licensure may be considered individually for conditional admission. Requirements include:

 - **Unofficial transcripts** showing successful completion of final semester bachelor's degree in nursing coursework (submitted before the semester start date).
 - **Official transcript** with the posted bachelor's degree in nursing (due by the end of the first semester).
 - **RN License** applicants must pass the NCLEX-RN by the end of their first semester enrolled in the MSN program. Students who do not provide proof of U.S. registered nursing licensure by the end of the first MSN enrollment semester will not be permitted to register for subsequent MSN courses until documentation is submitted.

MSN Application Requirements

Are found on the webpage at <https://www.mnstate.edu/academics/graduate/nursing/admission-application>

Accelerated RN-BSN to MSN Admission Requirements

- MSUM RN-BSN students may be admitted pending their bachelor's degree in nursing.
- Minimum cumulative GPA of 3.0 from the degree-granting institution.
 - Provisional admission may be considered for applicants below a 3.0 GPA; additional documentation may be required. Applicants with an undergraduate GPA below 3.0 should complete the Minimum Requirement Waiver question.
- Proof of current, unencumbered U.S. registered nurse (RN) license (any state).
 - **Note:** This program is not eligible for visa sponsorship. Students must reside in the US and have a valid RN license.

- **Conditional Admission-Degree and/or RN Licensure Pending (Optional)**

Applicants who are completing their bachelor's degree in nursing and/or preparing for U.S. licensure may be considered individually for conditional admission. Requirements include:

- **Unofficial transcripts** showing successful completion of final semester bachelor's degree in nursing coursework (submitted before the semester start date).
- **Official transcript** with the posted bachelor's degree in nursing (due by the end of the first semester).
- **RN License** applicants must pass the NCLEX-RN by the end of their first semester enrolled in the MSN program. Students who do not provide proof of U.S. registered nursing licensure by the end of the first MSN enrollment semester will not be permitted to register for subsequent MSN courses until documentation is submitted.

Accelerated RN-BSN to MSN Application Requirements

Are found on the webpage at <https://www.mnstate.edu/academics/graduate/nursing/admission-application>

RN to MSN Bridge Admission Requirements

- A bachelor's degree or higher in a non-nursing discipline.
- An associate's degree in nursing (ADN) from an accredited nursing program.
- Minimum cumulative GPA of 3.0 in undergraduate courses at the institution where the associate's degree was awarded.
 - Provisional admission may be considered for applicants below a 3.0 GPA or those requesting waivers of standard application requirements; additional documentation may be required. Complete the Appeal for Admission Requirement questions in the Organizational section.
- Proof of current, unencumbered U.S. registered nurse (RN) license (any state).
 - **Note:** This program is not eligible for visa sponsorship. Students must reside in the US and have a valid RN license.
- **Conditional Admission-Degree and/or RN Licensure Pending (Optional)**

Applicants who are completing their associate's degree and/or preparing for U.S. RN licensure may be considered individually for conditional admission. Requirements include:

- **Unofficial transcripts** showing successful completion of final term ADN coursework and bachelor's degree (submitted before the semester start date).
- **Official transcript** with the ADN degree posted (due by the end of the first semester).
- **RN License** applicants must pass the NCLEX-RN by the end of their first semester enrolled in the MSN program. Students who do not provide proof of U.S. registered nursing licensure by the end of the first MSN semester will not be permitted to register for subsequent MSN courses until documentation is submitted.

RN to MSN Bridge Application Requirements

Are found on the webpage at <https://www.mnstate.edu/academics/graduate/nursing/admission-application>

Advisement Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2001.08
Last Revised Date:	2026.04
Revision History	2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

Upon enrollment, each graduate nursing student is assigned an academic advisor from the School of Nursing and Healthcare Leadership. Each student is responsible for conferring with their advisor on a regular basis, usually each semester, to assist with curriculum planning. Students may request a change of advisors at any time by contacting nursing@mnstate.edu.

Near the end of the curriculum, when the student is ready to enroll in NURS 695, the instructor for the NURS 695 course is generally designated as the Chair of the committee and the academic advisor for the remainder of their enrollment. Refer to the policy on committee membership for additional information.

Alcohol & Illegal Substances Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2001.08
Last Revised Date:	2026.04
Revision History	2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

Minnesota State University Moorhead (MSUM) recognizes that the misuse of alcohol and other drugs is a serious problem in our society and our community. MSUM seeks to create an environment that promotes healthy and responsible living that is conducive to the intellectual and personal development of students. MSUM is committed to establishing and enforcing clear policies regarding the use of alcohol and other drugs.

In accordance with state laws, the unlawful or unauthorized use, possession, storage, manufacture, distribution, or sale of alcoholic beverages and any illicit drugs or drug paraphernalia is prohibited in university buildings, any public campus area, housing units, university vehicles, or any university sponsored events either on or off campus.

Students who fail to comply with this policy will be subject to disciplinary and/or legal action. Additionally, students who attend class or clinical/practicum activities under the influence of, or suspected of being under the influence of, alcohol or illegal drugs will be asked to leave the classroom or clinical/practicum setting immediately. Readmission to the classroom or the clinical/practicum setting will be at the consent of the instructor.

Refer to the MSUM Student Policies on Alcohol and Other Drugs (AOD) for additional specific information.
<https://www.mnstate.edu/student-handbook/>

Attendance, Absence, and Professional Conduct Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2013.05 - formally Attendance Policy
Last Revised Date:	2026.04
Revision History	2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

Attendance and Participation

Attendance requirements are established to support achievement of course and program learning outcomes and to ensure compliance with university, accreditation, and regulatory standards.

Attendance at online synchronous class sessions may be required by the faculty, as indicated in the course syllabus. Students are responsible for meeting all attendance expectations set forth by the course faculty.

Attendance at all practicum experiences is mandatory. Students are expected to arrive at practicum settings prepared to meet educational objectives, patient safety standards, and professional practice expectations.

Practicum Absences and Notifications

Students who must miss a practicum experience are required to notify both the practicum preceptor and course faculty in advance of the absence whenever possible. Absences are governed by the Minnesota State Moorhead Student Absence Policy, which outlines student and faculty responsibilities related to excused and unexcused absences: <https://www.mnstate.edu/about/policies-procedures/list/absences>

All required practicum hours must be completed in order to successfully pass the course. Failure to complete required hours may result in course failure and may delay program progression or completion.

International Student Attendance Requirements

In addition to the general attendance expectations outlined in this policy, students holding F-1 visa status must comply with federal requirements for in-person course participation. F-1 students enrolled in hybrid delivery courses are required to attend all scheduled in-person and/or on-campus instructional activities. These in-person components are mandatory and are necessary to meet both academic program requirements and F-1 visa regulations. Failure to attend required in-person sessions may result in academic consequences and may place the student out of compliance with visa requirements.

The nursing program assumes no responsibility for visa or immigration consequences resulting from a student's decision to miss, withdraw from, or not attend required in-person course components. International students are solely responsible for ensuring that their enrollment, attendance, and participation meet immigration requirements and are strongly encouraged to consult International Student & Scholar Services (ISSS) for guidance: <https://www.mnstate.edu/student-life/student-services/international-student-scholar-services/immigration>

Failure to comply with visa-related attendance requirements may result in serious immigration consequences and does not exempt students from program or course requirements.

Professional Conduct and Responsibility

Students are expected to demonstrate professional demeanor and behavior at all times. Professional attributes include, but are not limited to, integrity, honesty, accountability, respect, cultural humility, and confidentiality.

Students must adhere to all applicable university policies, including policies related to alcohol and drug use during university-sponsored activities, such as practicum experiences, as outlined in the MSUM Student Handbook:

<https://www.mnstate.edu/student-handbook/>

In addition, students are required to comply with all policies and procedures contained in the Graduate Nursing Student Handbook and Policy Manual and the Practicum Student and Preceptor Handbook. Failure to adhere to professional, academic, or conduct standards may result in disciplinary action up to and including dismissal from the program.

Civility Statement Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2013.05
Last Revised Date:	2026.04
Revision History	2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

Members of the SNHL community, including faculty, staff, and students, are expected to treat each other, other members of the University community, and our educational, institutional, and community partners in a civil and respectful manner.

While both MSUM faculty and students enjoy freedom from institutional censorship in their scholarly pursuits and teaching and learning activities, such freedom carries with it a responsibility to be honest and accurate in speech and writing and to maintain civility, even in cases of personal or academic disagreement. Respectful communication, without intimidation, exploitation, or coercion, is an expectation of all SNHL community members, regardless of how or where that communication takes place.

Students and faculty are referred to Minnesota State Colleges and Universities (Minnesota State) [Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education](#) and to the [MSUM Student Conduct Code](#) and [Minnesota State Procedure 3.6.1 Student Conduct](#) for specific details regarding process and sanctions.

Committee Membership-University Requirements Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2012.11
Last Revised Date:	2026.04
Revision History	2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2025.04

Each graduate student must have a committee that oversees the student's capstone work. There are general university requirements for the committee membership are listed in the Graduate Policies and Procedures - <https://www.mnstate.edu/globalassets/graduate-studies/faculty-guide-graduate-policies-procedures.pdf>

Additionally, there are more specific graduate nursing requirements for committee membership. Please review all relevant polices regarding committee make-up including: (a) Committee Membership-University Requirements Policy; (b) Committee Membership-Nursing Requirements, Plan A-Thesis; and (c) Committee Membership-Nursing Requirements, Plan B-Portfolio/Project.

University Capstone Committee Membership Requirement:

MSUM Bulletin Language and Faculty Guide to Policies and Procedures Language Capstone requirements, including the Dissertation, Thesis, and Project, require a committee for the Oral Discourse. The student and/or advisor select faculty to sit on the student's committee. The dissertation/thesis/project committee must include a minimum of 2 or 3 faculty (as described by each specific program handbooks) who have Graduate Faculty status. A current list of Graduate Faculty can be accessed at <https://www.mnstate.edu/admissions/graduate/faculty-staff/>

Committee Membership- Plan B Portfolio/Project Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2001.08
Last Revised Date:	2026.04
Revision History	2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

Each graduate nursing student must have a committee that oversees the student's capstone work. There are general university requirements for committee membership. Additionally, there are more specific nursing department requirements for the committee membership. Please review all relevant policies regarding committee make-up including: (a) Committee Membership-University Requirements Policy; (b) Committee Membership-Nursing Requirements, Plan A Thesis; and (c) Committee Membership-Nursing Requirements, Plan B Portfolio/Project.

Portfolio/Project committee members can be selected by students or by department approval.

Portfolio/Project Committee Selection by Students: The student, in consultation with their advisor, selects individuals to serve on the portfolio/project committee. The role of portfolio/project committee members is to supervise the development and completion of the portfolio/project and to conduct the Oral Exam at the completion of the student's program. A committee member should be selected according to the individual's ability to contribute to a successful portfolio/project.

The portfolio/project committee must include two individuals (including the chair).

- Chair
 - Preparation: A MSUM nursing faculty member with a terminal degree (doctorate) in their field from the student's area of study.
 - Graduate Status: Hold Full MSUM Graduate Faculty Status
<https://www.mnstate.edu/admissions/graduate/faculty-staff/>
- Committee Member #1
 - Preparation: A nursing faculty member with a terminal degree (doctorate) OR master's degree in nursing.
 - Graduate Status: Hold Full or Temporary* MSUM Graduate Faculty Status.
 - ♣ *Temporary Graduate Faculty Status may be granted to a qualified master's or doctorally-prepared individual for the purpose of serving on one specific thesis committee and is limited to the duration of the specific student's enrollment. The Committee Chair must submit the request for Temporary Graduate Status to the Graduate School Dean/Director. Included in this request should be a brief summary of the unique expertise this individual will bring to the committee and the individual's CV. The Graduate Dean will review and decide upon appropriateness of the request.

Practicum Policy & Procedure

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2015.02
Last Revised Date:	2026.04
Revision History	2016.09, 2017.01, 2018.02 (SNHL), 2019.03.21(SNHL), 2021.05.06 (GNC), 2022.05.05 (GNC), 2023.04.13 (GNC), 2025.04

The School of Nursing and Healthcare Leadership (SNHL) at Minnesota State Moorhead (MSUM) is committed to providing students with quality internship, practicum and/or capstone projects as defined by their major/program. This policy defines minimum guidelines set forth graduate nursing-specific requirements to prepare, guide, and evaluate those experiences. The Graduate Nursing Program requires practicum and other experiential learning throughout the program.

Students work in partnership with faculty, graduate assistants, office assistants, and the program experience and assessment coordinator, when securing practicum experiences.

General Guidelines

- MSUM Internship Policy: <https://www.mnstate.edu/policies/>
 - Some of the criteria from the university internship policy may not be applicable to practica required in the Graduate Nursing program.
 - Students will not be required to return to campus after completing an internship/capstone/practicum. Students are expected to complete the remaining courses in their degree program in order to graduate. Students are encouraged to share their experiences with student peers and to complete their program.
- Program Standing:
 - A practicum may be taken only by a student majoring in a program with an approved internship/capstone/practicum component of the curriculum.
 - Graduate students need to have at least a 3.0 GPA and approval to enter into the practicum.
- Credits/Hours
 - A minimum of one (1) semester credit and a maximum of twelve (12) semester credits will be counted toward a degree, dependent upon the specific program curriculum plan.
 - Graduate internship/capstone/practicum credits may be awarded on the basis of fifty (50) hours of fieldwork equates to one semester credit.
- Grading
 - Practicum experiences are graded (by the faculty) on a grade-basis. Refer to course syllabus for course specific grading standards.
- Graduate Nursing Program Verifications Policy – Please see the Graduate Nursing Program Verifications Policy for more information about required verifications (i.e. Background Checks, Vaccinations).
- Interagency Agreement:
 - Before the starting date of the experience, an interagency contract may need to be verified and executed between the site and MSUM that clearly articulates liability assumption, expectations, and responsibilities of MSUM, the site, and the student.
 - The current interagency agreement will be kept on file in the SNHL department.

- o Each practicum site will be evaluated for appropriateness by the respective program coordinator or the course faculty.
Please see the Graduate Nursing Program Verifications Policy for more information.

Practicum Procedure:

- Objectives for practicum are defined in the syllabus of the practicum course.
- Interagency Contract: Prior to engaging in any clinical experience, the program experience and assessment coordinator (PEAC) will ensure that a current interagency contract exists with the clinical site. If no contract exists and is needed for the practicum placement, the PEAC will contact the SNHL office to have an interagency contract initiated as appropriate.
- Student will refer to the Practicum Student and Preceptor Handbook, found in the practicum course D2L, for more information.
- Key Methods of Documentation and Assessment:
 - o Practicum Learning Contract
 - o Practicum Student and Preceptor Agreement
 - o Capstone Presentation
- Grading:
 - o The practicum is graded by the course faculty using the Graduate Nursing grading scale.
- Monitoring of Practicum:
 - o The oversight of the practicum experience is the responsibility of the faculty assigned to the course.
 - o The responsibilities of the student, faculty, and the preceptor are outlined in the Practicum Student and Preceptor Handbook.
- Study Abroad:

Study abroad experiences may be applied toward MSN practicum hours only when they are tied to a pre-approved learning contract and project plan that explicitly align with the course outcomes of the practicum. If a pre-approved learning contract and project plan was not approved by practicum faculty prior to participating in the study abroad, the application of study abroad hours toward practicum hours is not permitted. To be eligible, the study abroad experience must occur during the practicum course semester or the semester just prior or immediately following the practicum. In all cases, students must communicate with faculty in advance and receive written approval to ensure proper coordination and alignment with course expectations. If this is not pre-approved, the hours will not count toward the practicum course requirements.

Graduate Nursing Program Verifications Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2001.08 Grad; 2002.10 RNB
Last Revised Date:	2026.04
Revision History	2015.11, 2017.01, 2017.03, 2018.02.21, 2019.02.14 (GNC), 2019.03.21 (SNHL), 2022.04.08 (SNHL), 2023.04.14 (SNHL), 2024.04.11 (GNC), 2025.04 (GNC)

Minnesota State Moorhead graduate nursing students engage in diverse experiential and practicum experiences during their program of study. Involvement in these experiences may require the student to confirm (and re-confirm) verifications, through the submission of documentation, before their experience hours start and ensure compliance during their entire experience duration. Program verification requirements are determined by the student's experiential site/agency – please see the general guidelines below.

Students completing experiential learning at a site/agency that requires:

- **An Interagency Affiliation Agreement** (full contract) - graduate nursing students do need to submit verification related documentation to the program designated online secure repository and be in compliance with all required site/agency required verifications the semester prior to the experience semester start. See **Program Verifications** list below.

To remain program compliant, it is the student's responsibility to remain current with verifications listed in the program-designated online repository. Requirements are subject to change, see the online repository for latest requirements. Students who are non-compliant risk practicum course dismissal and this may impact the student's ability to progress in the program.

- **Experience Learning Site Information Agreement** (short form) or no formal interagency affiliation agreement in place (i.e. MSUM or study abroad) – graduate nursing students may NOT need to submit verification-related documentation to the program designated online secure repository. Please note if the agency requires specific documentation, it will be handled on a case-by-case basis.

Program Verifications if required for the formal experience placement	
Influenza (Flu) Record of vaccine during flu season (Oct 1-March 31). Deadline: Nov 1.	Required semester prior to the practicum semester start & annually thereafter (if enrolled in a practicum)
Hepatitis B Documentation of 3-dose series OR lab report documenting Hep B immunity (e.g., HepBsAb or anti HepB).	Required semester prior to the practicum semester start
Varicella (Chicken Pox)	Required semester prior to the practicum semester start

Documentation of immunization (2 doses) OR lab report documenting immunity [a varicella-zoster virus (VZV) titer]. <i>Note: A history of varicella disease does not guarantee immune status.</i>	
<p>Tuberculosis (TB) Screening documentation of either a, b, or c below:</p> <p>a. Tuberculin Skin Test: <u>Pre-Experience:</u> Initial two-step Tuberculin Skin Test (TST). Submit report of two TSTs on admission.</p> <p>b. Lab Test. <u>Pre-Experience:</u> A negative TB blood test (within past 12 months) on admission (e.g., QuantiFeron[®]-TB or T-Spot[®] TB).</p> <p>c. Chest X-Ray/Provider Report: <u>Pre-Experience:</u> Students who are positive reactors for TB must submit an initial healthcare provider report of one negative chest x-ray (within the past 12 months of program start) and absence of symptoms.</p>	Required semester prior to the practicum semester start
<p>Measles, Mumps, Rubella (MMR) Immunization Documentation of two vaccines OR lab report documenting immunity (a titer documenting immunity of all three diseases).</p>	Required semester prior to the practicum semester start
<p>Tetanus, Diphtheria, Pertussis (Tdap) Immunization Either a or b below</p> <ul style="list-style-type: none"> • One adult T-dap within past 10 years OR • One does of T-dap vaccine administered as an adult and one booster does of Td within the last 10 years (provide both records as single upload). 	Required semester prior to the practicum semester start
<p>COVID Vaccine Only required if the practicum site requires</p>	Required semester prior to the practicum semester start - if required by the clinical agency
<p>Background Check-Minnesota (MN DHS NetStudy 2.0) The background study must show the ability to provide direct patient care. Fingerprints may be required. Students will pay the cost of fingerprints at the time of fingerprinting.</p>	Required semester prior to the practicum semester start
<p>Background Check- National Complete national background study (i.e. DISA Healthcare formally known as CastleBranch)</p>	Required semester prior to the practicum semester start
<p>Current CPR Certification Documentation of current Healthcare Provider/ Professional Level CPR certification</p>	Required semester prior to the practicum semester start

HIPAA Course Upload Certificate of Completion for HIPAA Course BF18096 OR BFC18096	Required semester prior to the practicum semester start
Program Student Acknowledgement/consent form	Required semester prior to the practicum semester start

PLEASE NOTE: Some practicum sites might impose additional requirements not listed here; in such instances, students must fulfill these additional practicum site requirements to take part in the experience.

* Students are required to complete all university related verifications at
<https://my.mnstate.edu/admissions/immunizations>

**If an exemption or declination is requested, please reach out to nursing@mnstate.edu

Email Accounts and Electronic Mailing Lists Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2016.11
Last Revised Date:	2026.04
Revision History	2016.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.03.03, 2023.04.13, 2025.04

The University and Graduate Nursing Program sends all official correspondence to students through “mnstate.edu” email. The student’s email account is created upon registration for courses.

Students must check their mnstate.edu email account regularly. An electronic mailing list is used to send and receive information to all graduate nursing students and faculty. This is the primary mode of communication for the graduate nursing program. Students and faculty will be subscribed to the graduate nursing electronic mailing list by the graduate nursing program. It is important that students have a current email subscribed to the electronic mailing list to receive important messages, such as schedule changes or scholarship announcements.

Please refer to the university Student Email Policy at <https://www.mnstate.edu/about/policies-procedures/list/student-email>

Graduate Nursing Grading Scale Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2016.11
Last Revised Date:	2026.04
Revision History	2016.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.03.03, 2023.04.13, 2025.04

The Graduate Nursing Program uses a specific graduating scale as noted below. The number of earned points determines a student’s overall grade. Total points earned divided by total points possible x 100 is the calculation used to determine the percentage earned in the course. Plus/minus (shaded grading) categories are used. Letter grades are determined based on the percentage earned (also noted in the table below).

	ACCEPTABLE						FURTHER DEVELOPMENT NEEDED (NOT COMMENSURATE WITH GRADUATE LEVEL EXPECTATIONS)						
Competency Level	PROFICIENT—COMPETENT						ADVANCED BEGINNER — NOVICE						
Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
*Percentage	98-100%	93-97.9%	90-92.9%	88-89.9%	83-87.9%	80-82.9%	78-79.9%	73-77.9%	70-72.9%	68-69.9%	63-67.9%	60-62.9%	<60%

*Unless otherwise noted in the course syllabus, there will be no rounding up of percentages.

Based on: (a) Benner’s Novice-to Expert Model, (b) Dreyfus Adult Skill Acquisition Model, (c) ACHE Healthcare Executive Competencies Assessment Tool, (d) Johns Hopkins University, (e) MSUM Graduate Bulletin, and (f) D2L Brightspace Grading Schemes (use D2L Grading Scale 03- Plus-Minus_with A+_ 98-93-90-88-83-80-78-73 etc.)

Definitions [adapted from Dreyfus (2004) and ACHE (2021)]

- 1 = Novice – a beginner, with no experience. Individuals are understanding and gaining information to comprehend skills by using rules obtained in the classroom setting; expected to need help from an expert to understand and apply concepts.
- 2= Advanced Beginner – demonstrates acceptable performance; individuals are starting to equate situational and non-situational aspects of learning, along with rules; individuals can start to apply some concepts but are still analytic by following examples.
- 3 = Competent – as the individual gains more experience and knowledge, competence develops with solving problems and are involved in forming an outcome. Help from experts might still be required, but usually skills can be performed independently.
- 4 = Proficient- the individual can perceive and understand situations as whole parts. Individuals learn from experiences and knowledge and anticipate what to expect and will react by modifying plans. The individual may consult with an expert but will have a plan developed.
- *5 = Expert – intuitively, analyzing, recognizing problems with ideas and expertise. The individual relies on progressive experience and wisdom to provide guidance, troubleshoot, and answers questions. They are experts in that area/field. *Students are not expected to advance to an expert level in the program, which will come with time and professional experience beyond the scope of the program.

Program Expectations: The SNHL Graduate Programs aim to prepare students as competent or proficient by the end of the program.

Resources

- American College of Healthcare Executives. (2025). *ACHE healthcare executive competencies assessment tool*. <https://www.ache.org/-/media/ache/career-resource-center/cat-competencies-assessment-tool.pdf>
- Benner, P. (1982). From novice to expert. *American Journal of Nursing*, 82(3), 402-407.
- Davis, A., & Maisano, P. (2016). Patricia Benner: Novice to expert – A concept whose time has come (again). *Oklahoma Nurse*, 61(3), 13-15. <https://www.nursingald.com/articles/16408-patricia-benner-novice-to-expert-a-concept-whose-time-has-come-again>
- Dreyfus, S. E. (2004). The five-stage model of adult skill acquisition. *Bulletin of Science Technology & Society*, 24(3), 177-181. <https://doi.org/10.1177/0270467604264992>
- Englander, R., Cameron, T., Ballard, A., Dodge, J., Bull, J., & Aschenbrener, C. A. (2013). Toward a common taxonomy of competency domains for the health professions and competencies for physicians. *Academic Medicine*, 88(8), 1088-1094. <https://doi.org/10.1097/ACM.0b013e31829a3b2b>
- Johns Hopkins University. (2019). *School of nursing grading policy*. <https://e-catalogue.jhu.edu/nursing/policies/grading/>
- MSUM Graduate Bulletin. (2024). *Policies and regulations*. <https://navigator.mnstate.edu/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=37&chapterid=551&topicgroupid=4980&loaduserredits=True>

Curricular Practical Training (CPT) Policy

Department/Program:	School of Nursing
Custodian of Policy:	All Nursing Council in Consultation with Curriculum Committee
Relevant Minnesota State System Policy:	None
Relevant Procedures:	https://www.mnstate.edu/student-life/student-services/international-student-scholar-services/employment/cpt
Applies to:	All Undergraduate and Graduate Nursing Students
Original Effective Date:	03/2024
Last Revised Date:	05/2026
Revision History	1/24/2025, 8/20/2025; changed from undergraduate nursing to all nursing 10/2025, 04/2026

SCOPE

This policy applies only to international students on an F-1 visa.

PURPOSE

To establish a Nursing program-specific policy for F-1 students who wish to engage in Curricular Practical Training (CPT).

POLICY

CPT must be an integral part of the nursing degree the student is seeking. Students must take NURS 469 (undergraduate) or NURS 669 (graduate) for credit to participate in CPT.

CPT Requirements:

1. The student must be admitted to one of the nursing programs at Minnesota State Moorhead to participate in CPT through a nursing internship course.
2. The student must be enrolled full-time, as defined by the federal guidelines for international students, each semester that the student applies for CPT unless it is in the student's final semester. CPT may be included in the total credits to achieve full-time status.
3. CPT is limited to up to a total of up to 6 credits over the course of the individual program (6 credits for undergraduate [NURS 469] and 6 credits graduate [NURS 669]).
4. CPT is limited to just one healthcare organization. You may not apply for CPT to multiple healthcare organizations during the length of the semester.
5. The paid internship opportunity must be directly related to the nursing curriculum that the student is admitted to – keeping in mind the level of program.
6. The student must enroll in NURS 469 or NURS 669 for the entire semester that CPT is obtained.
7. CPT forms must be signed by the student and their advisor, once enrolled in the NURS 469/NURS 669, two weeks prior to the end of the semester preceding the semester the student is applying for. Students must complete the CPT form and email their advisor requesting them to complete the advisor CPT form.

8. All NURS 469 or NURS 669 course requirements must be met by the end of the semester in which CPT has been applied for. Failure to meet these requirements by the end of the semester will result in a failing grade in NURS 469/NURS 669, and the student will not be allowed to apply for CPT again while in their current MSUM nursing program. No incomplete grades will be offered for NURS 469/NURS 669. The student must apply for CPT each semester and enroll in NURS 469 or NURS 669 to participate in CPT. The student must have a confirmed offer before completing the CPT application.
9. The student may not work beyond the end of the semester for which the CPT is approved. See academic calendar - <https://www.mnstate.edu/academics/calendars>

Nursing students obtain the proper forms through Dragon Den - [mnstate.edu/international/dragon-den](https://www.mnstate.edu/international/dragon-den)
<https://www.mnstate.edu/student-life/student-services/international-student-scholar-services/employment/cpt>

Practicum Hour Completion Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2016.09
Last Revised Date:	2026.04
Revision History	2016.09, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

Students completing a portion of their required 100 clinical hours in any given practicum course may earn an In-Progress (IP) Grade in the course per the guidelines below. In some situations, the student may be encouraged to fully withdraw from the course if the withdrawal deadline has not passed. Note, this is an IP grade (not an incomplete grade). Therefore, an incomplete grade form is not needed (per the registrar 2021). The faculty will enter an IP on the end-of-semester grade entry.

Guidelines for an In-Progress grade:

- If there are <10 hours remaining, the student must finish those hours the semester immediately following the practicum course (fall, spring, or summer). Completion of those remaining hours should occur within the first four weeks of the following semester. Failure to finish the hours by the timeframe outlined will result in a failure of the practicum course.
- If there are 11-30 hours remaining, the student must enroll in 1 credit of NURS 690 the semester immediately following the practicum course (fall, spring, or summer) and finish the hours by the end of that semester. Failure to finish the hours by the timeframe outlined will result in a failure of the practicum course and the NURS 690 course.
- If there are 31-50 hours remaining, the student must enroll in 2 credits of NURS 690 the semester immediately following the practicum course (fall, spring, or summer) and finish the hours by the end of that semester. Failure to finish the hours by the timeframe outlined will result in a failure of the practicum course and the NURS 690 course.
- If there are >50 hours remaining, the student must enroll in 3 credits of NURS 690 the semester immediately following the practicum course (fall, spring, or summer) and finish the hours by the end of that semester. Failure to finish the hours by the timeframe outlined will result in a failure of the practicum course and the NURS 690 course.

Post-Admission Requirements Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2001.08
Last Revised Date:	2026.04
Revision History	2016.03, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04, 2026.04

Post-Admission Requirements

In order to maintain enrollment in the program, students must:

- Hold an active and unencumbered RN license from a state within the US. If clinical practica occurs in a state other than Minnesota or North Dakota, the student must have an unencumbered RN license in the state where practica will be completed.
- The Department of Higher Education, the Board of Nursing, and possibly other agencies where the student will have their practica must first agree with MSUM offering distance nursing education in the state. It is the student's responsibility to check with the Graduate Program Coordinator whether practica in a state other than MN is possible.
- Remain in compliance with the Graduate Nursing Verifications Policy

Progression and Degree/Graduation Requirements Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2001.08 (Formerly Degree Requirement Policy and Progression/Graduation Requirement Policy)
Last Revised Date:	2026.04
Revision History	2015.11, 2017.01, 2017.04.18, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04, 2026.04

The following are progression and degree/graduation requirements for a Master of Science in Nursing degree:

- Students must adhere to the [MSUM Academic Policies](#)
- If a student steps out of the program for more than one year, when the student re-enters the University, the student will be under the curriculum that is currently in place upon return (not at the time of initial enrollment in the program). Students should work closely with their advisor on the transition.
- Students must complete all program requirements within ten (10) years of admission.
- A maximum of nine graduate semester credits from nursing, all of which must be related to the program, may be transferred from other appropriately accredited colleges or universities with the graduate nursing program coordinator's consent. The transfer credits must be no older than ten years by the time of the MSUM graduate nursing program/certificate completion and carry a B or higher grade. Teacher education sequence (TES) courses will not be counted as transfer credits to fulfill the graduate nursing program's requirements.
 - The MSN program does not include elective coursework. All courses (or their approved direct equivalents) are required for degree completion. Any transfer credits or prior graduate coursework applied toward the MSN degree must be approved as direct course substitutions and require a formal request to the graduate nursing program coordinator in accordance with MSUM Graduate Studies policies. Course substitutions are not automatic and are evaluated based on equivalency and alignment with MSN program outcomes.
- A cumulative GPA of 3.0 is required and must be maintained to continue in and graduate from the program. If the GPA falls below 3.0, the student is placed on probation for the next semester in which courses are taken. If the GPA remains below 3.0 at the end of the next semester, the student will be suspended from the graduate nursing program.
- The graduate school monitors graduate students' GPAs each semester.
- No more than two courses with a grade of C (including C+ and C-) may be applied to the program of study.
 - A course with a grade of C (including C+ and C-) may be repeated once, or a comparable course from another institution may be transferred in if this transfer does not exceed the allowed number of transfer credits.
- A successful oral examination (discourse) by the student, as evaluated by the student's committee, following completion of the portfolio and the majority of coursework, is required.
- Further information on degree requirements may be found in "[General Degree Requirements](#)" in the MSUM Graduate Bulletin.

Student Advisory Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2001.08
Last Revised Date:	2026.04
Revision History	2015.11, 2017.01, 2018.02.21, 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04, 2026.04

The Department of Nursing systematically collects and utilizes student and alumni feedback to support continuous improvement and ensure the integrity and effectiveness of the graduate nursing programs, consistent with NLN CNEA expectations. Student input is obtained through multiple formal and informal mechanisms, including end of course surveys, end of program surveys, and alumni surveys. Graduate nursing students and alumni also provide structured feedback through representation within the Nursing Communities of Interest. In addition, the program hosts online Graduate Nursing Student Advisory Meetings once each fall and spring semester to solicit student perspectives related to curriculum, teaching–learning practices, and program outcomes. Informal feedback is encouraged on an ongoing basis through email correspondence and individual or group conversations with faculty and program leadership. Data from these sources are reviewed, aggregated, and used to inform evidence based decision making and continuous quality improvement initiatives within the graduate nursing programs.

Student Complaints Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	RN-to-BSN Program 1976, Graduate Nursing Program 2007, HSAD and MHA Programs 2015, Program polices merged and revised March 2015
Last Revised Date:	2026.04
Revision History	2016.03.10 (SNHL), 2017.01 (GNC), 2018.02.21 (GNC), 2018.04.10 (SNHL), 2019.02.14 (GNC), 2021.05.06 (GNC), 2022.05.05 (GNC), 2023.04.13 (GNC), 2025.04

The School of Nursing and Healthcare Leadership (SNHL) at Minnesota State University Moorhead (MSUM) is committed to the promotion of quality education in an environment of civility, fairness, and integrity that is free from discrimination. To honor that commitment, students are encouraged to seek resolution of any concerns, problems, or grievances that they may encounter during the course of their education.

The SNHL acts vigilantly to resolve any issues on an informal basis. When issues arise, individuals are to first seek resolution at the lowest appropriate level. If resolution is not satisfactory, the individual informally escalates the concern, as appropriate, to the next level. Should issues not be resolved on an informal basis, the process for resolution becomes formalized.

A formal complaint is defined as a concern, grievance and/or complaint in which an individual feels they have not received treatment consistent with university policy and/or has concerns about SNHL students, faculty, staff, or the department as a whole. A complaint becomes formal after it cannot be resolved informally, at which time it is sent out in writing, and forwarded as outlined in the grievance/complaint sections of the MSUM Student Handbook.

The complaint process should occur in the following order:

Informal Process

1. The student will first discuss the problem with the person(s) directly involved to seek resolution of the problem (for instance, another student, a preceptor).
2. If the matter remains unresolved, the student discusses the problem with the course faculty member.
3. If the matter remains unresolved, the student contacts the SNHL Nursing Chair by email. The student provides as much detail about the concern as possible. The student and SNHL Nursing Chair indicate a potential resolution. If no resolution can be reached, the chair helps direct the student to complete a written, formal complaint and directs that formal complaint to the appropriate individual per university policy.

Formal Process

If the matter remains unresolved despite advancing the matter through the informal process ranks, the student will file a written complaint. The student should refer to the University Grievance and Complaint process in the MSUM Student Handbook when completing the formal complaint <https://www.mnstate.edu/student-handbook/>

All written formal complaints will be kept by the Dean of the college's discipline. Documentation of action/resolution in response to a formal complaint will be according to MSUM's Student Data Privacy procedures and the Master Agreement between Minnesota State and the IFO.

Student Appeals Policy

Department/Program:	Graduate Nursing
Custodian of Policy:	Graduate Nursing Council
Applies to:	Graduate Nursing Students
Original Effective Date:	2015.11
Last Revised Date:	2026.04
Revision History	2016.03.10 (SNHL), 2017.01 (GNC), 2018.02.21 (GNC), 2019.02.14, 2021.05.06, 2022.05.05, 2023.04.13, 2025.04

Students are encouraged to seek resolution of any academic issues (e.g., grades, withdrawal) that they may encounter during the course of their education.

The Graduate Nursing program acts vigilantly to resolve any issues on an informal basis. When issues arise, individuals are to first seek resolution at the lowest appropriate level. If resolution is not satisfactory, the individual informally escalates the concern, as appropriate, to the next level. Should issues not be resolved on an informal basis, the process for resolution becomes formalized.

The appeals process should occur in the following order:

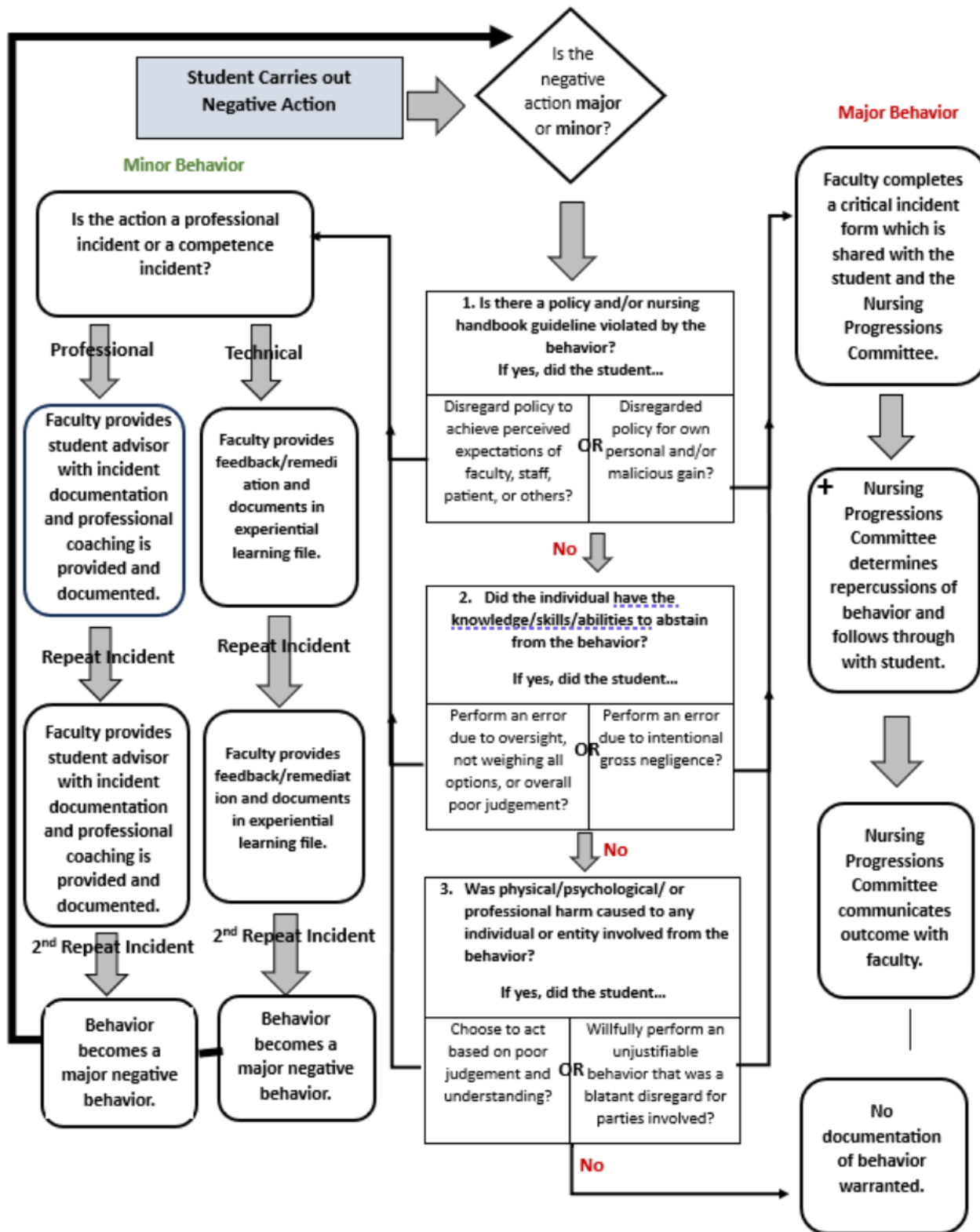
Informal Process

1. The student will first discuss the academic issue with the faculty member of the relevant course.
2. If the matter remains unresolved, the student contacts the School of Nursing and Healthcare Leadership (SNHL) Nursing Chair in writing. The student provides as much detail about the academic issue as possible. The student and SNHL Nursing Chair will seek a potential resolution. If no resolution can be reached, the chair will direct the student in completing a written, formal appeal per University policy.

Formal Process

1. If the matter remains unresolved despite advancing the matter through the informal process ranks, the student will file a written appeal.
2. Graduate appeals are addressed in University Graduate School Policies/Regulations <https://www.mnstate.edu/about/policies-procedures/list/graduate-appeals/>

Appendix A - Behavioral Alert Algorithm



Appendix B - Coaching Opportunity Form

Description: used for attendance, absenteeism and tardiness, missing work, minor unprofessional and miscellaneous behaviors, minor technical and other safety concerns, or other concerns overserved by faculty, staff, or agency contacts.

Student Name:

Date of Coaching Form Administration:

Class:

Instructor Name:

Reason for concern:

- Attendance
- Absences/Tardiness
- Missing Work
- Unprofessional/ Misc. Behavior
- Technical or other Safety Concerns
- Other (specify):

Issues Discussed (Between Student and Faculty):

Action Plan (Between Student and Faculty):

Follow-Up Discussion (Between Student and Faculty):

Date of Advising Follow-Up:

Student Signature:

Date:

Faculty Signature:

Date:

Appendix C - Nursing Critical Incident Report Form

Student Name	
Course Name	
Date of Incident	

Faculty's account of incident (provide a detailed description):

Student Handbook violations:

Student's account of incident or comments:

Action Plan:

Student Signature:

Date:

Faculty Signature:

Date:

Appendix D – Critical Incident Evaluation Form

Minnesota State University Moorhead
Nursing Program Progressions Committee
Critical Incident Evaluation Form

Event(s): _____ Event Number: _____

Criteria	Human Error	At Risk Behavior			Reckless Behavior		Score
	0	1	2	3	4	5	
G General Nursing Practice	No prior counseling for practice related issues	Prior counseling for single non-related practice issue	Prior counseling for single "related" issue	Prior counseling for "same" issue	Prior counseling for multiple related or non-related practice issues	Prior counseling for same or related issue with no or little evidence of improvement	
U Understanding expected based on program level, course objectives/outcomes	Has knowledge, skill and ability - incident was accidental, inadvertent, or an oversight	Task driven/rote learning or wrong action for this circumstance	Failed to demonstrate appropriate understanding of options/resources or Aware of safety issues but in this instance cut corners	Understands rationale but failed to recognize situations in terms of overall picture or to prioritize actions or in this instance, failed to obtain sufficient info or consult before acting	Able to recognize potential problems. In this instance "negligent" or failed to act according to standards. Risk to client outweighed benefits.	Knows or should have known correct action, role and limitations. In this instance action was "gross negligence/ unsafe act" and demonstrated no regard for patient safety.	
I Internal Program or Agency Policies/standards/inter-disciplinary orders	Unintentional breach or no policy/standard/order available	Policy not enforced or cultural norm or common deviation of staff or policy/order misinterpreted	Student cut corners or deviated in this instance from policy/standard/order as time saver. No evidence or suggestion of a pattern of behavior.	Aware of policy/standard/ order but ignored or disregarded to achieve perceived expectations of faculty, staff, patient or others. May indicate pattern or single event.	Disregarded policy/standard/order for own personal gain	Maliciously disregarded policy/standard/order	
D Decision/choice	Accidental/mistake/inadvertent error	Advantages to patient outweighed risk	Emergent situation - quick response required	Non-emergent situation. Chose to act/not to act without weighing options or utilizing resources. Used poor judgment.	Clearly a prudent student would not have done. Unacceptable risk to patient/agency/public/peers. Disregard for patient safety.	Conscious choice. Put own interest above that of patient/agency/public. Egregious choice. Neglected red flags	
E Ethics/credibility/accountability/professionalism	Identified own error and self-reported. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Admitted to error and accepts responsibility. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Acknowledged role in error but attributes to circumstances and/or blames others to justify action/inaction. Cooperative during investigation. Demonstrates desire to improve practice.	Denies responsibility until confronted with evidence. Reluctantly accepts responsibility. Made excuses or made light of occurrence. Marginally cooperative during investigation.	Denied responsibility despite evidence. Indifferent to situation. Uncooperative and/or dishonest during investigation.	Took active steps to conceal error or failed to disclose known error.	

Criteria Score: _____

Minnesota State University Moorhead
Nursing Program Progressions Committee
Critical Incident Evaluation Form

Mitigating Factors – check all identified	Aggravating Factors – check all identified
Unavailable resources (inadequate supplies/equipment)	Especially heinous, cruel, and/or violent act
Interruptions/chaotic environment/emergencies – frequent interruptions/distractions	Knowingly created risk for more than one client
Inadequate supervision by faculty or preceptor	Threatening/bullying behaviors
Inappropriate assignment by faculty or preceptor	Prior formal student disciplinary record for practice issue(s)
Non-supportive environment – interdepartmental/staff/student conflicts	Other (identify)
Lack of response by other departments/providers	
Other (identify)	
Total # mitigating factors identified	Total # aggravating factors identified

Criteria Score (from page 1)	_____
Mitigating factors (subtract 1 point for 1 – 3 factors; 2 points for 4 – 6 factors; and 3 points for 7 or more factors)	_____
Aggravating factors (add 1 point for each identified factor)	_____
Total Overall Score	_____

Human Error	At-Risk Behavior	Reckless Behavior
# criteria in green= _____	# criteria in yellow= _____	# criteria in red = _____
IF 3 or more criteria in Green OR Address event by consoling student and/or improvement plan with student	IF 3 or more criteria in yellow OR Address event by coaching student, and/or developing remedial improvement plan with student	IF 3 or more criteria in red OR Consider disciplinary action and/or remedial event with student

Progressions Committee Members: _____

Date of Event Review: _____

Action Taken: _____

Human Error = Inadvertently doing other than what should have been done, a slip lapse, mistake.
At-Risk Behavior = Behavioral choice that increases risk where risk is not recognized or is mistakenly believed to be justified.
Reckless Behavior = Behavioral choice to consciously disregard a substantial and unjustifiable risk.
Consoling = Comforting, calming, supporting student while examining event.
Coaching = Supportive discussion with the student on the need to engage in safe behavioral choices.
Remedial Action = Actions taken to aid student including education, training assignment to program level-appropriate tasks.
Counseling = A first step disciplinary action, putting the student on notice that performance is unacceptable.
Disciplinary Action = Punitive deterrent to cause student to refrain from undesired behavioral choices.

*Form Adopted from the NCBON SPEET