Lake Superior College

Department of Nursing

Policy Manual

2025-2026

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Welcome to the Lake Superior College Nursing Program Policy and Procedure Manual

Introduction

Welcome to the Lake Superior College Nursing Programs! We are excited to have you join our diverse and dynamic community of future nurses. This manual provides a comprehensive guide to the policies and procedures that will support you throughout your educational journey.

Our program's heart is a commitment to Diversity, Equity, and Inclusion (DEI). We believe a diverse nursing workforce enhances patient care and promotes community health equity. Our program is designed to foster an inclusive environment where every student feels valued and empowered to succeed.

Our DEI Commitment

We recognize that nursing is a profession that serves individuals from all walks of life. To effectively meet the needs of diverse populations, we must first cultivate a culture of understanding and respect within our program. This manual outlines our shared values and expectations regarding behavior, communication, and collaboration, emphasizing the importance of empathy and cultural competence in nursing practice.

Manual Overview

Within this manual, you will find essential information regarding:

- **Program Policies**: Important guidelines that govern academic conduct, attendance, and professionalism.

- **Procedures**: Step-by-step instructions for various processes, including academic assessments, clinical placements, and conflict resolution.

Your Role

As a student in this program, you are encouraged to actively engage with these policies and procedures. We invite you to contribute to our culture of inclusion by sharing your perspectives, advocating for equity, and supporting your peers. Together, we can create an enriching educational environment that reflects the diversity of the communities we serve.

Thank you for being a part of our program. We look forward to your contributions and successes as you embark on this rewarding journey in nursing. Let's work together to make a positive impact on the lives of others!

Lake Superior College
Department of Nursing
Policy 1.0 Admission Policy for Nursing Students
Policy Owners: Nursing Program Director(s)

Policy Statement:

This policy outlines the eligibility requirements for applying for nursing programs.

Affected Student Groups:

_X_Practical Nursing Students

_X_Professional Nursing AS students, traditional

_X_Professional Nursing AS Advanced Standing Track: LPN to RN

Process and Procedures

Part I: Nursing Programs Application Process

Before applicants are eligible to apply for admission to the nursing program, they must complete all pre-program courses and requirements as stated in the program guide. All applicants who have completed the minimum admission requirements and application procedures outlined in this document by the program application deadlines will be considered for admission. Meeting the minimum admission requirements does not guarantee admission to the nursing program. Qualified candidates are then ranked according to preprogram GPA and TEAS score.

   A.   General admission to Lake Superior College (LSC).

   B.   Declared a major in AS Nursing, AS Nursing Advanced Standing LPN Track, Practical Nursing Program.

   C.   Completed Online Nursing Program application form (hereafter will be referred to as application). Please note that the online nursing program application is in addition to the general admission application to LSC. After completing the online application, the applicant will receive an email submission confirmation (save this email). Paper application is not an option; please contact advising if you need assistance with the electronic application.

   D.   A minimum grade point average (GPA) on identified pre-requisite program courses (refer to program guide and Part 2 of this policy).

   E.   Entrance Exam: All applicants must complete the most current Assessment Technologies Institute (ATI), standardized Test of Essential Academic Skills (TEAS) before application deadlines and release scores to LSC.

1. Exceptions:

   a. If the standardized test just changed editions, we will accept the outdated edition for 12 months.

   b. If the student is applying for the Advanced Standing Track (LPN to RN) and has graduated from the Lake Superior College practical nursing program within the last ten years, the student does not need to retake the TEAS exam. For example, if the student graduated from the practical nursing program in 2023, the student does not need to retake the TEAS exam unless 10 years has passed since application (ok through 2033). A TEAS entrance exam is required if the student did not take the TEAS during the LSC LPN program.

2. Applicants must achieve a minimum ATI TEAS score of 58.6% to be considered for nursing program entry. The ATI TEAS test must be passed within the application window.

3. If an applicant has taken the ATI TEAS test at another institution, please have the transcript sent electronically to LSC through ATI. LSC will not accept any paper copies of ATI TEAS scores. It needs to be sent in before the application cycle closes. There is no limit to the number of ATI TEAS test attempts.

4. To register for the ATI TEAS exam, create an account at www.atitesting.com. Once an account has been created, click the following link http://www.atitesting.com/ati_store/

5. Lake Superior College has study materials available for the TEAS. Check with the Tutoring and Learning Center and with the library.

Part 2: Selection Criteria for Acceptance to Nursing Programs

The ranking of applicants will be based on the following criteria:

A. Assessment Technologies Institute, Test of Essential Academic Skills (ATI TEAS) composite score divided by a factor of 10 (Ex: Composite score of 58.6% = 5.86). ATI TEAS test needs to be completed by the application deadline date.

B. Pre-program GPA (refer to program guide sheet):

   1. Practical Nursing: must have a minimum of 2.4 GPA on the following courses:

   ALTH 1410 Medical Terminology

   ENGL 1106 College Composition I

   BIOL 1000 Human Body in Health and Disease

   or

   BIOL1140 Human Anatomy and Physiology I

   and

   BIOL 1141 Human Anatomy and Physiology II

2. Professional Nursing: must have a minimum 3.0 on the following courses:

BIOL1140 Human Anatomy and Physiology I

BIOL 1141 Human Anatomy and Physiology II

BIOL 1170 Microbiology*

ENGL 1106 College Composition I or ENGL1109 College Composition II**

*If the student's grade is higher in BIOL2170 than BIOL1170, that grade can be substituted for pre-program GPA calculation. Microbiology must be taken *prior* to acceptance to the program. Note: BIOL2170 is NOT a prerequisite.

**If the student's grade is higher in ENGL 1106 College Composition II, that grade can be substituted for pre-program GPA calculation

3. The combined ATI TEAS composite score and pre-program GPA will rank applicants for acceptance order.

4. In a tied combined total ATI TEAS composite score and pre-program GPA, the applicant with the highest ATI TEAS science sub-score will advance in rank order for acceptance. If a further tie exists, the applicant with the highest ATI TEAS math sub-score will advance in rank order for acceptance.

5. Applications of students not accepted into the program each round will remain on file through that admission cycle only. If a student chooses to delay admission to the following semester, the student must resubmit the entire application to be considered for the next admission cycle.

Part 3: Timelines for Nursing Program Application

A.   Fall Program Start—Practical Nursing (30 students)

1. *Students are invited to apply to the program once pre-program courses have been completed.* Applications will be accepted starting in January and will remain open until filled, with a final closing date of August 5th.

   a. Sub-deadlines when the admissions team reviews applications and accepts qualified applicants. Students must apply by the following dates:

      1. March 15

      2. End of May*

      3. Early August

         *If spots are still available at the end of May, the application window will remain open through the end of LSC's summer session.

B.	AS Nursing (60 students/semester), AST (30 students/spring)

1. <u>Fall Start-Traditional AS track only</u>: Applications will be accepted starting in January and ending in May after the spring semester has been completed.

	Students are invited to apply to the program once pre-program courses have been completed. Applications will be accepted starting in January and will remain open until filled, with a final closing date of August 5.

	a. Sub-deadlines when the admissions team reviews applications and accepts qualified applicants. Students must apply by the following dates:

		1. March 15

		2. End of May*

		3. Early August

			*If spots are still available at the end of May, the application window will remain open through the end of LSC's summer session.

2. <u>Spring Start-AS and AST</u>: Applications will be accepted starting in September and ending in December after completing the fall semester.   The application window will close when full.

	Students are invited to apply to the program once pre-program courses have been completed.

	a. Sub-deadlines when the admissions team reviews applications and accepts qualified applicants. Students must apply by the following dates:

		1. October 15
		2. November 15
		3. End of fall semester*

			*If spots are still available after the initial reviews, the application window will remain open through the end of fall semester.

Part 4: Advanced Standing Track Students (AST):

Applicants for the LPN to RN AST professional nursing program must have and maintain an active, unencumbered practical nursing license to qualify for admission. AST students must keep the active license throughout the program.

Part 5: **Notification** to applicants by LSC:

A. Applicants will receive an email letter of acceptance, denial, or alternate list status within two weeks of the admission cycle closing or sub-deadline, as indicated in Part 3. Admission is conditional pending fulfilling all program requirements, as detailed in Part 7.

1. The applicant must notify LSC of acceptance as the acceptance letter directs. Failure to notify LSC of acceptance by the date listed in the acceptance letter may result in the student forfeiting the seat in the nursing program.

2. Registration: The applicant must register for classes as directed.

Part 6: Post Acceptance Additional Requirements

After acceptance into the nursing program, the following information must be submitted to the nursing department by the deadline stated in the acceptance letter. Information requested must be received by assigned deadlines and remain current throughout the program. There are a lot of details here, so please reach out to the program's administrative assistant.

Requirements include, but not limited to:

1. Acknowledgment of accepting a seat in the program.

2. Copy of current CPR for Healthcare Providers. Refer to the acceptance letter for CPR requirements.   This must stay current throughout the nursing program.

3. Complete the Minnesota Human Services Background Study and National Background Checks. The acceptance email will include information on how to complete each study/check.

4. Complete the health declaration form and immunization record, including current immunizations and tuberculosis testing and/or requirements as defined by the clinical partners.   Details are provided in the acceptance letter.

5. **AS program only:** Proof/documentation of healthcare roles: CNA, Military medic, Paramedic, EMT, PTA, Radiology Technologist, Respiratory Therapist, Certified Occupational Therapy Assistant, or CMA.

   Other roles we have allowed (with documentation and completion of exception to policy): Dialysis Care Technician, Emergency Department Technician, Behavioral Health Technician, Direct Service Provider in a residential group home setting, Personal Care Attendant (PCA)

   Roles we have NOT allowed: surgical technologist, massage therapist, pharmacy technician.

   Examples of allowed healthcare experiences:

   - In the last 5 years, the student has:
   - Completed a healthcare training course from the roles identified above
   - Passed the relevant exam (nursing assistant, medical assistant, etc)
   - Proof of current and active registration (like nursing assistant registry)

   Examples of documentation:

   - Work experience: Upload a letter from the employer that states evidence of employment (job dates) and job responsibilities.
   - Copy of passing scores on nursing assistant exams

- Proof of current registration on the healthcare organization (nursing assistant, paramedic, rad tech, etc)

6. For the Advanced Standing LPN track: proof of active, unencumbered LPN/LVN license. This license needs to stay active throughout the nursing program.

Disclaimer

Before starting the program, all students must have a clear criminal background check and no unresolved disqualifying convictions. Contact the Licensing Division, Minnesota Department of Human Services, at (651) 296-3802 for more information about the background study process and disqualifying crimes. Review a list of disqualifying offenses here: Sec. 245C.15 MN Statutes

The applicant's seat in the nursing program will be forfeited if the applicant fails or refuses to complete the background study or background check or if the applicant is disqualified through the background study or background check.

Completing the nursing program does not mean students can obtain a nursing license. If the student has a criminal history, it is the student's responsibility to communicate this information to the board of nursing in the state where the student plans to work.

Policy History
Date Implemented: January 10, 2025
Date Reviewed by Division of Nursing: August 21, 2024, May 20, 2025
Date Reviewed by Office of Diversity, Equity, and Inclusion: November 1, 2024

Department of Nursing
Policy 2.0 Progression and Students out of Sequence
Policy Owners: Nursing Program Director(s)

Policy Statement:
This policy outlines the requirements for progressing through the nursing program, reasons for not being able to progress, and details for students out of sequence (not with original cohort).

Affected Student Groups:
_X_Practical Nursing Students
_X_Professional Nursing AS students, traditional
_X_Professional Nursing AS Advanced Standing Track: LPN to RN

Process and Procedures
1. A student may be considered for dismissal if the student:
    A. Fails to make timely progress toward the degree sought.
        1) Practical nursing is two semesters; the expected maximum completion time is three (3) semesters.
            ▪ Note: since the practical nursing courses are taught once a year, the semester when the course is not offered does NOT count in this length limit.
        2) Associate degree in nursing
            ▪ Traditional track is four semesters; students can have up to two additional semesters or six (6) semesters total.
            ▪ Advanced standing track is three semesters; students can have up to two additional semesters or five (5) semesters total.
                • Note: ADN1524 is offered only in spring. If a student needs to repeat this course, the semester when it is not provided does not count in the length limit.

    B. Fails to demonstrate progress through the curriculum:
        1) Students have a maximum of two attempts on a course. If the student does not pass the course after two attempts, the student will be dismissed from the program. This includes withdrawals or failures.
        2) Students having two course failures will also be dismissed from the program.
            ▪ Failure of the same course after two attempts
            ▪ Failure of two total courses anywhere in the nursing program
        3) Advanced standing track (AST) students that started in LSC traditional professional track
            • If a student failed a course while in the traditional professional nursing track (then moved to the practical nursing track and has now enrolled in the advanced standing track), the student has only one attempt to pass the course that was previously failed or

withdrawn from. Every student has two maximum attempts to complete the course, even though it is a different track.

- Also, technical courses expire after five (5) years. The student will need to retake courses if there has been significant time between the programs.

C. Demonstrates behavior that endangers patient safety, patient confidentiality, or behaviors in direct opposition to the clinical instructor's direction.

    1) This list is not comprehensive. Here are examples of behaviors:

- **Patient safety:** completing tasks outside of the scope of practice, repeated unsafe behaviors (leaving a client unattended who requires supervision; leaving a patient care assignment situation without finding a suitable replacement or communicating with the assigned primary nurse or faculty member)
- **Confidentiality:** posting confidential photos or details on social media, looking up patient chart information on unassigned patients
- **Behaviors:** providing care that is inconsiderate of the patient's expressed cultural/spiritual needs; significant discriminatory/aggressive communication or interactions with classmates, faculty, or healthcare team members

D. Failure to comply with the policies of Lake Superior College or the healthcare facility: if there is a direct threat to the health or safety of others.

    1) If at any time the community partner does not allow the student to complete clinical at their facility and this is the only option for the clinical to be completed (OB, behavioral), this means there is no way to complete the clinical, and therefore, a student will not be able to graduate.

E. If a student needs to take time off for whatever reason, the student can take one semester off without any consequence or extra action. If the time is one year or more, the student needs to petition the nursing faculty committee to request a return to the program. Review Policy 6.0 Return to Program and 10.0 Nursing Petition Process. Reminder that return to the program is available only if there is space available. Please communicate with the program director as soon as possible.

2. Program-specific considerations

    A. Practical Nursing (PN):

        1. Students must complete all nursing courses in the assigned semester before taking classes next semester.

        2. PN semester 1: Students need to pass the assigned test-out skills in NUPN 1430 to pass oral medications in NUPN 1468 Clinical II. If the clinical is already in progress but the student fails the skills test-out, the student must petition the faculty to be allowed to continue in Clinical II.

    B. Professional Nursing

1) Students need to complete all nursing courses in their assigned semester before being able to take courses in the following semester.
2) Program-specific considerations:
   a. AS Semester 1: Students must pass ADN1422 Introduction to Pharmacology to take ADN1450 Clinical I.
   b. AS Semester 2: Students must pass the assigned test-out skills in ADN2420 to take ADN1460 Clinical II. If the clinical is already in progress but the student fails the skills test-out, then the student must petition the faculty to be allowed to continue in the clinical.
   c. Advanced Standing Track: If a student fails ADN1524, this course is only offered in the Spring. Therefore, students need to wait until it is offered again to move on to the second semester of the AST program.

3. Out of Sequence
   A. Definition: If a student is not with the cohort they started with due to life, financial aid, or academic issues, it results in a need to repeat a semester or take a semester off.
   B. Placement into the new cohort is based on reason and space available. If there is no open space, the student must wait until there is an open space.
   C. As soon as the student identifies the need to withdraw, please communicate with the nursing program director with the intent to return to repeat the course(s) or not. Students are placed in the new cohort in the order of when they communicate with the nursing program director.
   D. If the program guide has changed since the nursing student started, students must follow the new guide.
   E. Review Policy 7.0 Return to Program as it applies

Policy History
Date Implemented: September 1, 2024
Date Reviewed by Division of Nursing: August 21, 2024, May 20, 2025
Date Reviewed by Office of Diversity, Equity, and Inclusion: November 1, 2024

Lake Superior College
Department of Nursing
Policy 3.0 Academic Dishonesty
Policy Owners: Nursing Program Director(s)

Policy Statement:
This policy exists to outline descriptions and potential consequences of academic dishonesty and the use of generative AI.

Affected Student Groups:
_X_Practical Nursing Students
_X_Professional Nursing AS students, traditional
_X_Professional Nursing AS Advanced Standing Track: LPN to RN

Academic Dishonesty Policy for Nursing Students

1. Introduction

The integrity of academic work is essential to the credibility and effectiveness of nursing education. This policy outlines the expectations and procedures regarding academic dishonesty for nursing students. Adherence to these standards ensures the development of ethical, competent professionals dedicated to the highest standards of practice.

2. Definition of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

- **Plagiarism**: Presenting someone else's work, ideas, or data as one's own without proper citation or acknowledgment. See #7 and specific course syllabi for the use of generative AI.
- **Cheating**: Using unauthorized materials, resources, or information during examinations or assignments, or obtaining or distributing exam questions and answers.
- **Fabrication**: Falsifying or inventing data or any information required for academic assignments.
- **Facilitating Academic Dishonesty**: Assisting others in committing any of the above forms of dishonesty.
- **Unauthorized Collaboration**: Working together on assignments or projects when not permitted by course guidelines or instructions.
- **Uploading assignments to student sharable websites or documents**: Uploading LSC or third-party assignments and/or answers to shared student websites or documents like Google Docs. If you upload/post assignments worth points that are visible to others, this will result in a Level 2 consequence. You will be dismissed from the program if you share test/quiz questions or answers on a sharable document or website**.**

3. Responsibilities of Nursing Students

Nursing students are expected to:

- Conduct all academic work with honesty and integrity.
- Understand and comply with the academic expectations and requirements outlined in course syllabi and institutional guidelines.
- Report any observed academic dishonesty to appropriate faculty or administrative personnel.

4. Reporting and Investigating Academic Dishonesty

When an instance of academic dishonesty is suspected, the following procedures will be followed:

1. **Reporting**: Faculty members or students who suspect academic dishonesty must report the incident to the course instructor or academic advisor.
2. **Investigation**: The instructor or advisor will initiate a preliminary investigation to gather evidence and assess the validity of the claims.
3. **Review**: The parties involved will hold a review meeting to discuss the evidence and provide an opportunity for explanation.
4. **Resolution**: Based on the findings, appropriate actions will be determined and documented. Depending on the severity of the dishonesty, these may include warnings, grade penalties, or formal charges.

5. Consequences of Academic Dishonesty

Consequences for academic dishonesty may vary based on the nature and severity of the offense and may include:

- **First Offense**: A formal warning, grade penalty of zero (0) on the assignment/quiz/exam, academic contract, and loss of student leadership role (class representative).
- **Second Offense** (or more severe first offense): This may include a failing course grade, academic contract, and loss of student leadership role.
- **Repeated Offenses**: Potential dismissal from the nursing program or institution, depending on the seriousness or repetition of the violations.

6. Lake Superior College's Code of Conduct, 3.6.1

This policy upholds Lake Superior College's Code of Conduct, 3.6.1, which details problem behaviors, consequences, and due process.

7. Use of Generative AI (like ChatGPT)

Technology, including AI, can support learning and feedback. Nursing courses require the use of technology to work through assignments, but it is important to set parameters for the use of Generative AI (GAI) to avoid inappropriate use, which is a form of Academic Dishonesty.

The use of GAI in this nursing program is allowed in certain instances if you properly cite the AI-generated content and use it responsibly to support your learning experience. Remember to give credit where it is due and ensure your work reflects your original thoughts.

Here are the three acceptable ways to use GAI in this course:
- **Brainstorming.** Generative AI can help spark ideas and provide examples that can help you get started on writing assignments.
- **Ask for explanations.** You can ask generative AI to explain concepts or summarize background information on your study topic. This can help understand difficult texts or concepts, but you still need to learn yourself.
- **Creation of practice test/quiz questions**

You may **NOT** use generative AI to:
- Answer test or quiz questions
- Write opinion papers
- Create nursing notes

If you choose to use GAI as a learning aid, it is essential to disclose its use on your assignments to maintain academic integrity. If you use GAI, add "Generative AI Disclosure:" at the bottom of your assignment. Your disclosure should share what program you used and how you used it to allow me to understand your process better and give credit to the assistance received from these tools. Here's an example of how that might look:

"*Generative AI Disclosure*: This assignment was supported by the AI platform, ChatGPT. Specifically, I used GPT 3.5 to assist in brainstorming topic ideas (chat history link here). I also used ChatGPT to explain the concept of Culturally Responsive Pedagogy (chat history link here)."

If a student is suspected of misusing AI without proper disclosure, the faculty member will conduct a fair and transparent investigation into the matter, including a discussion with the student. Students need to be open and honest about using AI in assignments. If the suspicion is confirmed and the student fails to disclose the AI use, the appropriate course of action will be taken. This may involve guiding proper AI usage, revising the assignment with appropriate disclosure, and/or other disciplinary actions as outlined in LSC's Academic Misconduct policy, as this is a form of plagiarism. Ask your faculty member about the responsible use of AI.

While GAIs are allowed as learning aids, remember that they are not flawless. Expect some imperfections due to biases or limitations in the AI model's understanding. Always fact-check and verify the AI-generated content by cross-referencing it with reputable sources.

8. Conclusion

Maintaining academic integrity is a shared responsibility that upholds the nursing profession's values. Compliance with this policy ensures that nursing students are prepared to practice with the highest standards of ethical conduct.

Policy History
Date Implemented: September 1, 2024
Date Reviewed by Division of Nursing: August 21, 2024, May 20, 2025
Date Reviewed by Office of Diversity, Equity, and Inclusion: November 1, 2024

Lake Superior College
Department of Nursing
Policy 4.0 Grading Policy for Nursing Students
Policy Owners: Nursing Program Director(s)

Policy Statement:
This policy exists to outline the grading policy for the nursing programs.

Affected Student Groups:
_X_Practical Nursing Students
_X_Professional Nursing AS students, traditional
_X_Professional Nursing AS Advanced Standing Track: LPN to RN

Process and Procedures
1. **Test/Quiz Average**
    A. Practical Nursing: the test/quiz average is 75%. Students must meet this benchmark before other assignment points are added in.
    B. Professional Nursing: the test/quiz average is 80%. Students must meet this benchmark before other assignment points are added in.

2. **Grading Scale for Students Starting Fall 2025 and beyond**: Students must score at least 80% to pass nursing courses (courses that start with ADN or NUPN). A, B are passing, C, D and F are non-passing.

Grade	% range
A	90-100
B	80-89
C	70-69
D	60-69
F	>69

3. **Grading Scale for students who started the program before Fall 2025**: Students must score at least 82% to pass nursing courses (courses that start with ADN or NUPN). A, B, and C are passing, and D and F are non-passing.

Grade	% range
A	93-100
B	87-92
C	82-86
D	75-81
F	>75

4. **Clinical grading scale.** A, B, and C are passing; D and F are not passing.

Grade	% range
A	4.3-5.0
B	3.6-4.2
C	3.0-3.5
D	2.0-2.9
F	1.0-1.9

5. **Extra credit**: Extra credit assignments are only added in once the test/quiz average and 80% class average have been met. They cannot exceed 5% of the total course points (example: the course has 200 points; no more than 10 extra credit points will be added to the grade book).

6. **Points back on final exams**
   AS/AST: Student test/quiz cumulative score must be within 2 test points to request to review and challenge the final exam test items after credits have already been credited. The request must be made within two business days of the grade's release

   PN: The student's test/quiz cumulative score must be within 5 test points to request to review and challenge the final exam test items after credits have already been credited. The request must be made within two business days of the grade's release.

7. **Deadlines:**
   A. Students must submit assignments on time. If a student has identified an issue with not being able to complete an assignment on time, please contact your faculty member to request a potential deadline extension. Life happens, please communicate with your faculty member.
   B. No late assignments will be considered for grading once final exams have started.

8. **Screenshots:** On rare occasions, the student may be asked to upload a screenshot documenting the completion of the assignment.
   A. Examples of when a screenshot may be needed:
      i. Course product has been having known glitches for the semester.
      ii. Make-up clinical assignment using vSim.

   B. Assistance with screenshots
      i. Student Technology Desk
      ii. Assigned Nursing Faculty Member
      iii. Peer tutors in the Tutoring and Learning Center (TLC)

9. **Kaplan grading**
   Kaplan assignments are generally entered under assignments, not exam points.

Kaplan Focused Review Exams

Kaplan Points	Test Score	Remediation Review every question, right or wrong, completion of a remediation tool	Completed by Due Date/Time
5	80-100	Yes	Yes
4	60-79	Yes	Yes
3	50-59	Yes	Yes
2	40-49	Yes	Yes
1	30-39	Yes	Yes
0	<29	No	No

Integrated exams
Points vary based on questions on the Kaplan assignment. For example, the assignment is worth 20 points, with 10 points for test scores and 10 for remediation. The student scored above the benchmark (10 points) but remediated about half of the incorrect questions (8 points) for 18/20 points.

Kaplan Integrated	Benchmark and over	Below benchmark to 60% of the benchmark	Below the 60% of the benchmark
Kaplan Raw Score	100% of points	80% of the points	0% of points
Remediation	100% of remediation points Remediated all *incorrect* questions with minimum of one minute/question. Completed remediation tool and uploaded to dropbox on time.	80% of remediation points Remediated *minimum of half of* incorrect questions with minimum of one minute/question. Completed Remediation tool and uploaded to dropbox on time.	0% of points Did not remediate questions or did very few. Did Not Complete remediation tool.

10. **Lippincott grading**

All tasks assigned in Lippincott count for assignment points, not test/quiz points.

Practice and Learns:

If points are assigned for Practice and Learns, please follow this grading scale:

Attempts	Percent to pass	Points Assigned
Unlimited	80%	5
Unlimited	90%	10

PrepU:

- Mastery must be completed **by the due date/time on the class schedule**. They may show as "open" on CoursePoint+ Enhanced, but follow the deadlines established on the class schedule
- Each course's mastery level is different. The instructor can increase it at any point in the semester. The student will be notified of any changes at least one week before the due date.
- Each chapter's mastery is worth 5-10 points of assignment points.
- If mastery is not achieved, you will not receive the points. Plan accordingly for time.
- Extra credit PrepU's (if assigned) are generally worth less points.
- PrepU assignments are required regardless of absences from class and will receive a score of zero if not completed on the due date in the schedule.

PrepU Points	Mastery Level	Completed by Due Date/Time
5-10	Achieved	Yes
0	Not Met	No

vSims (25-30 points)

Pre-Quiz 80% AS 75% PN	vSim 80% AS 75% PN	SBAR	Post-Quiz 80% AS 75% PN	Documentation*	Reflection/ Debrief
5	5	5	5	5	5

*Not all courses will require the documentation aspect

11. **Finals week**
    A. Once finals have started, no assignments from earlier in the semester can be completed.
    B. Final course grade appeal: If students wish to appeal the final course grade, follow Procedure 3.17.5 Grade Appeal Form. This process needs to follow the Lake Superior College policy.

Lake Superior College
Department of Nursing
Policy 5.0 Clinical Attendance
Policy Owners: Nursing Program Director(s)

Policy Statement:
This policy exists to outline the clinical attendance policy for nursing programs. This policy may seem strict; it is in line with industry standards. Please communicate with your assigned faculty member or program director right away if you anticipate attendance issues due to transportation or family responsibilities. Many clinicals have early morning start times.

Affected Student Groups:
_X_Practical Nursing Students
_X_Professional Nursing AS students, traditional
_X_Professional Nursing AS Advanced Standing Track: LPN to RN

Definitions:
Absence: not in attendance for more than half of the assigned shift
Onboarding: completion of all pre-assigned tasks: immunizations, background check, photograph, facility-specific forms
Tardy: more than 7 minutes late (this timeframe is based on industry standards)
Process and Procedures
1. Onboarding: If onboarding is not complete by the timeline specified on the student schedule and communicated via email from the Allied Health and Nursing administrative assistant and/or nursing clinical coordinator, these are the following consequences:
   a. Grade of 1 in Professionalism on Week 1
   b. Inability to start clinical: if the student's tasks have not been completed by the community partner-associated deadline, the student will not be able to start clinical and will need to drop or withdraw from clinical. Students cannot start clinical without meeting the requirements.
2. Tardy: if a student is going to be late, the student must contact the assigned faculty. Even with prior communication, the professionalism score may be dropped to a starting point of 3 on the clinical evaluation tool if this is repeat behavior. If the student does not directly contact the faculty, the communication score will likewise be dropped.
3. Absence: students need to notify their instructor as soon as they know they will be absent. If the student wakes up after the clinical starts, students need to contact the faculty member right away. Follow the guidelines from the syllabus or specific directions from the faculty member for how to communicate the illness. All absences need to be made up.
   A. No Call/No Show: if students do not "call" in sick (report their illness before the *end* of the shift), this is considered a no call/no show.
      1. Results:
         a. Score of 1 in all categories of the evaluation tool for the day.
         b. Need to petition the faculty to be able to return to the clinical.
   B. Make-up options
      1. vSim or similar
      2. Be moved to a different clinical group to make up the hours.

a. This may or may not be an option, depending on how full clinical groups are and what clinicals are available to join.
3. Incomplete: if you have not met clinical objectives due to an absence, students can request an incomplete. To request an incomplete, a certain percentage of the course needs to have been completed, please review Lake Superior College guidelines for requesting an Incomplete. This incomplete would then need to be made up the next semester.
4. Typically, the first absence can be made up with completion of an alternate assignment (like vSim). If there are subsequent absences, this may require being moved to a different clinical group for a shift to get more hands-on care experience. The vSim option may not be available for clinicals with less days/hours, which may require the student to come on the unit to make up the hours to meet the clinical objectives.
5. Make-up assignments do not generally impact the grade earned from the other clinical days. It is used to ensure that clinical objectives have been met.

C. Minimum Hours: if a student's absence ratio exceeds 20% of clinical hours, the student will need to petition the nursing faculty team to determine if clinical objectives have been met by the days that were completed. Affected students need to email their program director to obtain the petition form. Example: for a 7-day clinical, if a student is absent more than 2 days, the student will need to complete this petition. If the clinical objectives have been determined to not have been met, the student will need to withdraw from the clinical (if the withdrawal date has not passed).

Department of Nursing
Policy 6.0 Return to the Nursing Program
Policy Owners: Nursing Program Director(s)

Policy Statement:
This policy exists to outline the requirements to petition to return to the nursing program.

Affected Student Groups:
_X_Practical Nursing Students
_X_Professional Nursing AS students, traditional
_X_Professional Nursing AS Advanced Standing Track: LPN to RN

Process and Procedures
1. If a student has been dismissed from the nursing program for academic reasons or has taken one or more years off, the student must petition the nursing program.
   a. Exception:
      i. Students dismissed for academic dishonesty or behavioral/professional concerns are not eligible to return to the program or apply to a different track of the nursing program. At 5 years, the student can then reapply and start the new track or restart the original nursing program.
2. If a nursing student has been out of the nursing program for more than five years, the student does NOT need to petition to return to the nursing program and can reapply and restart the program.
3. To file a petition to return to the nursing program, please request the petition form from the nursing program director. Please review Policy 9.0 Petition Process. The petition is then reviewed by the Nursing Faculty Committee at the next upcoming regularly scheduled meeting. The program director will communicate the decision within one week of the faculty meeting.

Note: nursing credits are valid for a maximum of five years.

Policy History
Date Implemented: September 1, 2024
Date Reviewed by Division of Nursing: August 21, 2024, May 20, 2025
Date Reviewed by Office of Diversity, Equity, and Inclusion: November 1, 2024

Lake Superior College
Department of Nursing
Policy 7.0 Professionalism for Nursing Students
Policy Owners: Nursing Program Director(s)

Policy Statement:
This policy exists to outline the professional requirements for nursing students.

Affected Student Groups:
_X_Practical Nursing Students
_X_Professional Nursing AS students, traditional
_X_Professional Nursing AS Advanced Standing Track: LPN to RN

Definitions
Dress Code: clothing considered appropriate for the nursing program
Civility: polite, kind, and respectful behavior and communication

Professional Dress Guidelines
These dress guidelines are intended to promote a positive image to our customers, whether on campus or out in the community.
- This is not an all-inclusive list.
- This policy must be adhered to while the student is in the clinical setting.
- If students report to shift and violate the dress code, they will not be permitted to participate in clinical activities until the issue is fixed. This may result in a lower grade in Professionalism on the evaluation tool.
- Individuals also must meet the requirements of the clinical agency if their guidelines differ from these.

Process and Procedures
Personal appearance is a component of professionalism and includes an awareness of the importance of grooming and attire. LSC Nursing expects students and faculty to dress in a way that reflects pride for the nursing profession and the college we represent. Professionalism is a vital component of the profession of nursing. Students are expected to maintain confidentiality (HIPAA) and follow the ANA Code of Ethics and all relevant Lake Superior College policies.
1. Professional Appearance
   a. Class: casual attire is allowed if body parts generally considered to be "private" are covered.
      - Lab: see syllabus for specific guidelines.
      - Test-out: scrubs as noted below.
      - Simulation course ADN2415: dress according to the role you are performing. IV team and nursing wear scrubs. Case management dresses in business attire. See syllabus and rubrics for recommendations.
   b. Clinicals (hospital, clinic, skilled nursing facility etc)

Scrubs	Navy uniform top Navy uniform bottom (joggers or cuffed ok) Optional: - Navy skirt, length below knee to ankle - Navy uniform jacket (not hoodie) - Navy scrub cap - Navy long-sleeved shirt underneath Remember that uniforms need to allow for bending, squatting, and raising arms above the head; select ones that keep skin from being exposed when in those positions.
Student Badge with Photo ID	The LSC name badge must be worn in lab, clinical, and may be required in the classroom. If you are at a facility that has given you a name badge (St. Luke's, Essentia), you must wear that badge as well. At least one identifying badge must be worn, prioritizing the facility-specific badge. A student must have the clinical badge provided by the facility (if provided) and ideally also the LSC clinical ID badge. If the student is at Aspirus or Essentia and has arrived without the facility-provided badge, the student will be sent home; this is facility policy. If a student is in a facility that has only the LSC nursing student ID badge, the student needs to wear that badge. If the student comes to clinical without the badge, the student will be sent home to find the badge or replace the badge. Replacement of LSC Photo ID Badge LSC picture ID name tag will have: first name, last initial, and title. Go to Student Life for the LSC nursing student badge. If a badge is lost, or name changes while in the nursing program, please email the administrative assistant for the Allied Health and Nursing Program. The administrative assistant must place a ticket for a replacement badge FIRST before the student can get an additional badge. There may be a replacement cost.
Shoes	Close-toed, close-heeled Clean shoes that allow for movement and activity *No Crocs or Crocs-type shoes with holes
Socks etc.	Clean If wearing a skirt/dress, nylons/leggings need to be either navy or match your skin tone
Undergarments	Should not be visible
Jewelry	Keep your safety and your patient's safety in mind. Some units allow no jewelry; check the clinical syllabus
Head coverings	Head coverings are allowed for cultural/religious/medical reasons. Surgical scrub caps are allowed and are optional.

	Head coverings need to be solid navy color. They cannot interfere with patient care or contribute to patient safety or student safety.
Hair	Must be clean and neat. If it is long enough to be pulled back (usually chin length), it must be secured/pulled back from the face and off the shoulders while working with clients.
Facial Hair	Neatly groomed and maintained. Facial hair is not permitted if it interferes with the effectiveness of PPE.
Nails	Natural nails must be short, trimmed, and clean. Painted nails need to be intact, not chipped. Artificial nails are not allowed in any clinicals.
Tattoos	Ok to leave uncovered unless the image or words are considered discriminatory.
Watch	A wristwatch with the ability to compute time in seconds.
Electronic communication devices	Cell phones, earphones, earbuds, Bluetooth devices, or any other electronic device are not allowed in a clinical setting. If you are diabetic or have a medical condition that requires you to use a device to communicate or manage your care, please discuss this with your nursing instructor.
Scents	Do not wear scents, such as colognes, aftershave, perfume, scented lotions, deodorant with fragrance, or scented hairspray. Rationale: they may cause respiratory irritation, allergic reaction, or nausea. No smell of smoke on hair, clothing, or breath.
Gum, mints	Mints allowed; gum may not be allowed if chewing is distracting
Equipment	Stethoscope, bandage scissors, penlight, and anything recommended by the clinical faculty. Some clinical sites (behavioral) allow NO equipment.
Smoking/Vaping	Clinical sites do not allow smoking or vaping, so students are discouraged to smoke/vape while on clinical campus and when wearing the LSC uniform. Students may not come to clinical smelling of tobacco or vaping products on the uniform, hair, or body.

2.   Clinical Site Requirements and Expectations

Lake Superior College utilizes a variety of healthcare settings to provide optimum clinical experiences. The college establishes clinical contracts with each facility that stipulates mutual expectations for both services and regulations. The college intends for students to represent LSC positively and professionally while enrolled in nursing programs.

A.   Nursing students are expected to conduct themselves in a professional manner while in uniform and/or while representing the school. The following standards of professionalism are considered mandatory for all nursing students:

B.   Preparation for clinicals: follow directions from the faculty member. Demonstrate effective communication (both verbal and non-verbal)

C.   Display enthusiasm/positive attitude

D. Demonstrate teamwork/cooperation
E. Accept constructive feedback professionally.
F. Provide culturally sensitive care: Recognize the impact of one's behavior on others; patient care is more than treating the medical disease, you are caring for a patient with unique needs.
G. Demonstrate accountability/legal and ethical responsibilities
H. Confidentiality/HIPAA
1) Do not write the patient's full name on clinical worksheets
2) It is never permitted to access a non-patient assignment chart, personal chart, and/or family members' chart while in the clinical as a student from LSC.
3) Patient information is confidential and may not be discussed with anyone who is not directly concerned with the patient's care. Students are not permitted to remove patient healthcare records, copy sections of the patient chart, take photos or screenshots of the patient's chart, or take photos of any patients or patient information.
4) Students are permitted in the healthcare facility only during clinical hours.
5) Many clinical facilities require students to access and document patient information via electronic documentation methods. Students must adhere to the facility, LSC, and HIPAA regulations.
6) Social Media
7) It is not acceptable to share information about clinical experiences, fellow students, instructors, lab activities, instructor lectures, or demonstrations via social media at any time.
8) Independent from LSC expectations, the healthcare facility may prosecute students for HIPAA-violations and prohibit students from completing clinical experiences at the healthcare facility.
I. Review Policy 10.0 Onboarding
J. Infection Control Policy
Students are responsible for following the Infection Control Policy of the facility to which they are assigned. Violations of the Infection Control Policies will be reflected in the clinical evaluation tool and may result in the failure of the clinical rotation.
K. Travel to Clinical Sites
The nursing program utilized a variety of clinical sites in the Duluth/Superior area. Students are responsible for arranging their own transportation to and from the clinical site and covering the travel cost, including parking.
L. Parking
Parking at clinical site facilities is limited. Students are expected to follow institution policies regarding parking and are responsible for any fees incurred from parking in areas that are forbidden by the institution's policy.
M. Student Credentials (in charting)
- AS – Nursing: LSC SN
- PN – Practical Nursing: LSC SPN

N. Clinical Dismissal
Patients' and their families' physical and emotional welfare is our top priority. Students must consistently demonstrate physical and mental competence in clinical areas to deliver safe patient care. Facility policies and procedures must be reviewed before

performing skills/procedures on patients. Therefore, a student may be dismissed from the clinical area who:

- Show clinically unsafe nursing practice which jeopardizes or can jeopardize patient welfare. A student who has demonstrated unsafe clinical behavior will be removed from the clinical area for the remainder of the day.
- Demonstrates unsafe performance of clinical skills. Students are accountable for all skills previously learned. Skills remediation may be required if students cannot perform safely at clinical sites.
- Demonstrates clinically unsafe nursing practice by failing to look up facility policy or procedure prior to performing a skill.
- Demonstrates culturally insensitive or discriminatory care or communication

O. Clinical Failure
If a student demonstrates unsatisfactory/unsafe behavior or performance, the student is at risk of clinical failure. The faculty will identify the student's behavior verbally and in writing and document it on the clinical evaluation tool.

4. Lake Superior College Civil Discourse Statement and Guiding Principles
LSC values various ideas and perspectives. To uphold those values, all members of the LSC community must have the freedom to speak, write, listen, challenge, and learn equally and safely.

Guiding Principles
- As an educational institution, LSC encourages respectful discussion on difficult topics and believes speech should not be suppressed even when it may be perceived as unreasonable, unpopular, immoral, uncomfortable, or even wrong. Discourse and debate must follow Minnesota State and LSC policies and procedures.
- LSC recognizes that, in civil discourse, individuals may experience feelings such as anger, resentment, and frustration. However, communications that are intended to menace, intimidate, or discriminate against an individual or a group of people can negatively impact learning, personal growth, and the ability to work as a community. These types of communications are contrary to LSC's values and are not acceptable.
- LSC is committed to protecting free speech and advancing equity and inclusion. It understands that discourse assumes respect for differences, including differences of opinion that cause disagreement.
- LSC vows to protect and encourage free speech by providing equal access to training and spaces for debate and inquiry to promote courageous conversations on campus.

Class Content and Diverse Perspectives Statement

Lake Superior College and the Minnesota State System of Colleges and Universities are dedicated to equity, inclusion, diversity, free speech, and academic freedom.

Review the LSC Institutional Equity Policy https://www.lsc.edu/policies-procedures/1b5_institutional-equity/

Both this college and the MnState system are committed to educating on issues surrounding populations and identities that have been historically oppressed and marginalized. As part of this mission, our course will cover content that may feel unfamiliar or uncomfortable to some students. We will rely on LSC's Civil Discourse Statement and Guiding Principles as we approach this content. If you have concerns about our content that you would prefer not to discuss with the faculty members or program directors, there are others in our college you can reach out to, including the following individuals: Executive Diversity Officer sarah.lyons@lsc.edu, Dean of Students wade.gordon@lsc.edu, and Dean of Allied Health and Nursing anna.sackette-urness@lsc.edu

Academic Code of Civility
A.   We greet and acknowledge each other.
B.   We say please and thank you.
C.   We treat each other equally and with respect, no matter the conditions.
D.   We acknowledge the impact of our behavior on others.
E.   We welcome feedback and each other.
F.   We are approachable.
G.   We are direct, sensitive, and honest.
H.   We acknowledge the contributions of others.
I.   We respect each other's time commitments.
J.   We address incivility.
   Adopted from Porath, C. (2018, January 2). Make civility the norm of your team.
   Harvard Business Review. http://hbr.org/2018/01/make-civility-the-norm-on-your-team

In case of incivility in the classroom, faculty may need to interject. Depending on the situation, faculty may need to employ the following:
- Acknowledge the behavior.
- Ask the student/s to leave.
- Ask the student/s to meet outside of class with faculty and or program director.
- Ask the student/s to meet outside of class with faculty and or program director. Faculty may need to ask an LSC official or LSC security officer to escort the student/s off-premises.
- Take a break.
- Stop and dismiss all students.

Policy History
Date Implemented: September 1, 2024
Date Reviewed by Division of Nursing: August 21, 2024, May 20, 2025
Date Reviewed by Office of Diversity, Equity, and Inclusion: November 1, 2024

Lake Superior College
Department of Nursing
Policy 8.0 Program Dismissal
Policy Owners: Nursing Program Director(s)

Purpose

This policy outlines the grounds and procedures for dismissal from the nursing program to ensure fairness, consistency, and clarity for all students.

Scope

This policy applies to all students enrolled in the nursing program at Lake Superior College.

Affected Student Groups:
_X_Practical Nursing Students
_X_Professional Nursing AS students, traditional
_X_Professional Nursing AS Advanced Standing Track: LPN to RN

Grounds for Dismissal

A student may be dismissed from the nursing program for the following reasons:

1. **Academic Performance**:
   o Accumulation of two or more course failures within the nursing program.
   o Failure to pass a nursing course after two attempts.
   o Failure to complete the nursing program within the allotted timeframe. If the student will not complete the nursing program within the semesters listed below, the nursing student will be exited from the nursing program and will need to petition to be considered for return to the nursing program.

Program	Standard Number of Semesters	Allowed Number of Semesters
Practical Nursing	2	3
Professional Nursing, Traditional	4	6
Professional Nursing, Advanced Standing LPN to RN track	3	5

2. **Clinical Performance**:
   - o Demonstrating unsafe actions that may cause patient harm.
   - o Demonstrating unprofessional behavior in the clinical setting.
   - o Violating community partner's policies.

3. **Professional Conduct**:
   - o Violation of the Nursing Code of Ethics.
   - o Engaging in dishonest practices, including cheating, plagiarism, or falsification of records.
   - o Inappropriate behavior negatively affects the institution's learning environment or reputation.
   - o Behavior that promotes discrimination, exclusion, or biases

4. **Compliance Issues**:
   - o Failure to comply with immunization, health, or background check requirements.
   - o Non-compliance with institutional or program-specific policies and procedures.

5. **Other Serious Violations**:
   - o Legal issues such as criminal convictions that impact the ability to practice nursing.
   - o Any other serious infraction that the nursing faculty deems incompatible with the standards and expectations of the profession.

Procedures for Dismissal

1. **Notification**:
   - o The student will be notified in writing of the concerns or violations that may lead to dismissal.
   - o The notification will include specific details and evidence of the grounds for potential dismissal.
2. **Meeting**:
   - o The Nursing Program Director and other relevant faculty member(s) will invite the student to meet to discuss the concerns.
   - o The student will be able to respond to the allegations and provide any supporting evidence or documentation.
3. **Review and Decision**:
   - o The Nursing Program Director, consulting with relevant faculty and administrators, will review all information and decide on dismissal.
   - o The decision will be communicated to the student in writing within two (2) business days of the meeting.

4. **Appeal**:
   o The student has the right to appeal the nursing program dismissal decision. Please review Policy 3.6.1 Student Code of Conduct.

Readmission

1. A student dismissed from the nursing program may be eligible to reapply if they can demonstrate significant improvement or resolution of the issues that led to dismissal.
   - Readmission is not guaranteed and will be considered on a case-by-case basis.
   - Nursing courses are considered technical courses and expire after five years.
   - Students interested in petitioning for readmission need to contact the nursing program director. Please review Policy 9.0 Nursing Petition Process

Confidentiality

All proceedings related to dismissal and appeals will be conducted confidentially, respecting the privacy and rights of the student involved.

Support Services

Students at risk of dismissal are encouraged to seek support from academic advisors, counseling services, and other available resources to address issues impacting their performance and conduct.

Conclusion

This policy aims to uphold the high standards of the nursing profession and ensure that all graduates are competent, ethical, and safe practitioners.

Policy History
Date Implemented: September 1, 2024
Date Reviewed by Division of Nursing: August 21, 2024, May 20, 2025
Date Reviewed by Office of Diversity, Equity, and Inclusion: November 1, 2024

Lake Superior College
Department of Nursing
Policy 9.0 Nursing Petition Process
Policy Owners: Nursing Program Director(s)

Policy Statement:
This policy exists to outline descriptions and procedures of the nursing petition process.
Affected Student Groups:
_X_Practical Nursing Students
_X_Professional Nursing AS students, traditional
_X_Professional Nursing AS Advanced Standing Track: LPN to RN

Petition Policy for Nursing Students

Purpose

This policy aims to provide a structured process for nursing students to petition for exceptions or modifications to existing program policies. This ensures that all petitions are reviewed equitably and consistently while maintaining the integrity and standards of the nursing program.

Scope

This policy applies to all students enrolled in the nursing program at Lake Superior College.

Grounds for Petition

Students may submit a petition for the following reasons:

1. **Reconsideration of Academic Decisions**:
   o Appeals for reconsidering grades, academic probation, or other academic-related decisions.
2. **Other Policy Exceptions**:
   o Requests for exceptions to any other established program policies, provided compelling reasons and adequate supporting documentation exist.

Procedures for Petition

1. **Submission of Petition**:
   o The student must complete the Petition to Policy Form, available from the nursing program director, D2L Brightspace Nursing Student Resource course page, or the final page of this specific policy.
   o The petition must include a detailed explanation of the request, supporting documentation, relevant evidence, and an action plan.

o The student will not attend the committee review, so the petition (if needed) requires the following:
1. Situation: background information about the student
2. Background information that contributed to needing the petition
3. Assessment: analysis of relevant contributing factors
4. Response: an action plan that details measurable actions the student will take to overcome barriers or obstacles that interfere with the student's success.
5. See petition page: this form needs to be thoroughly completed and submitted to the program director.
o Certain petitions to policy also require the student to include the academic transcript or Degree Audit Report (DAR) for the nursing program.

2. **Procedure:**

Policy	Data Required of Student	Who Reviews the Policy	How is the petition reviewed
1.0 Admission	Evidence of how the student plans to meet the admission requirement in a different way	Program Directors and Dean	Email, phone, or face-to-face conversation to initiate the question; completion of BP Logix request through the LSC website
2.0 Academic Progression	Transcript and petition	Nursing Faculty Committee	Regularly scheduled nursing faculty committee meeting
3.0 Academic Dishonesty		Follow Lake Superior College policy 3.6.1	
4.0 Grading		Follow Lake Superior College Grade Appeal Policy, Procedure 3.17.5	
5.0 Clinical Attendance Policy	Evidence of how clinical objectives were met	Program Director and clinical faculty team	Clinical faculty will meet with program director and available instructors in the same clinical to review if objectives were met or unmet
6.0 Return to Nursing Program	Petition Academic transcript	Nursing Faculty Committee	Regularly scheduled nursing faculty committee meeting

7.0 Professionalism	The rationale for needing an exception	Communicate with assigned clinical faculty for case-by-case exception	Conversation with the faculty member
8.0 Program Dismissal	Petition, Academic transcript	Full Nursing Faculty Committee	Regularly scheduled nursing faculty committee meeting
9.0 Petition process		Follow LSC policy 5.12.21	
10.0 Onboarding requirements			
11.0 Skills test-outs	Written petition	Program director, faculty for the assigned semester	Conversation with the program director and faculty
12.0 Technology	No computer that works for testing: Conversation with faculty (*not a petition*)	Faculty can reserve a computer for testing purposes	
13.0 Graduation	Not able to be petitioned	Follow LSC policy	
14.0 Testing	Individual conversation with the faculty member to explain the need for exception; conversation with the director to determine the scope of the petition process	Missed test: complete a request to be reviewed by program director and course faculty Significant life factors that impacted a test: a conversation with course faculty (rare)	Assigned course faculty and program director

3. **Submission Deadline**:
    a. Petitions requiring a full faculty committee must be submitted within one business day before the faculty meeting or decision that prompted the petition unless there are exceptional circumstances. The program director will let you know dates of upcoming meetings.
    b. Petitions requiring only part of the faculty should be submitted within one week of the decision.
4. **Initial Review**:
    a. The completed petition form and supporting documentation must be submitted to the Nursing Program Director.
    b. The Nursing Program Director will conduct an initial review to ensure the petition is complete and meets the grounds for consideration.
5. **Committee Review**:
    a. Certain petitions will only be reviewed via open face-to-face, Zoom, or Microsoft Teams meetings.
    b. The petition will be reviewed by the Nursing Faculty Committee, which includes the Nursing Program Director, full-time faculty members, and adjunct faculty members if the faculty member teaches in the cohort with the student and attends the petition discussion.
    c. The committee will consider the petition's merits, the supporting evidence, and potential impacts on the program's standards and policies.
6. **Decision**:
    a. The committee will decide within two business days of reviewing and voting on the petition.
    b. The decision will be written to the student, outlining the reasons for approval or denial.
7. **Appeal**:
    a. If the petition is denied, the student can appeal the decision.
    b. The appeal must be submitted in writing, following Procedure 5.12.21 Petition to Policy

Formal Complaints

Some issues are not handled within the department of nursing. Please follow Lake Superior College policies.

1. Reconsideration of Academic Decisions:
    o Grade appeals, academic probation, or other academic-related decisions.
    o Follow LSC Policy 3.17.5
2. Discrimination or Violence: Follow LSC Policy 3.8.1 or 1B.1
3. Financial aid or academic suspension

Confidentiality

All petitions and related proceedings will be confidential, respecting the privacy and rights of the student involved.

Support Services

Students are encouraged to seek guidance and support from academic advisors, faculty mentors, or counseling services when preparing a petition to ensure all relevant information and documentation are included.

Record Keeping

All petitions, decisions, and appeals will be documented and maintained on the Exceptions to Policy log for record-keeping and future reference.

Conclusion

This policy ensures that nursing students have a fair and transparent process for requesting exceptions to program policies while maintaining the program's academic and professional standards.

Policy History
Date Implemented: September 1, 2024
Date Reviewed by Division of Nursing: August 21, 2024, May 20, 2025
Date Reviewed by Office of Diversity, Equity, and Inclusion: November 1, 2024

Department of Nursing
Policy 10.0 Onboarding Requirements
Policy Owners: Nursing Program Director(s)
Process and Procedures

Purpose

This policy outlines the process and requirements for onboarding students into the nursing program and facilitating their clinical placements. It aims to ensure that all nursing students receive the necessary training, resources, and support to succeed in their academic and clinical endeavors.

Scope

This policy applies to all incoming students accepted into the nursing program at Lake Superior College, including those transitioning into clinical placements.

Affected Student Groups:

_X_Practical Nursing Students

_X_Professional Nursing AS students, traditional

_X_Professional Nursing AS Advanced Standing Track: LPN to RN

Policy Statement

Lake Superior College is committed to providing a comprehensive onboarding process that prepares nursing students for academic success and clinical practice. This process includes the orientation program, required documentation, health and safety requirements, and support resources.

Onboarding Process
1. **Acceptance Notification:**
    o All accepted applicants will receive official admission letters via email, detailing next steps for onboarding.
2. **Orientation Program:**
    o Newly admitted students must attend an orientation scheduled prior to the start of classes. This program will cover:
        ▪ Overview of the nursing program structure and curriculum.
        ▪ Introduction to faculty and staff.
        ▪ Review of student handbook and D2L Brightspace Nursing Student Resource shell.

- Academic policies and expectations.
- Overview of clinical requirements.
- Resources available for academic support and student wellness.

3. **Required Documentation:**
   - Students must submit the following documents by the specified deadlines:
     - Health Declaration Form
     - Proof of immunizations (including Hepatitis B, varicella, MMR, and annual influenza vaccine).
     - Tuberculosis screening yearly
     - Current CPR certification (American Heart Association BLS for Healthcare Providers). This needs to remain up-to-date through all of the nursing clinicals.
     - Background check for both Minnesota and National (see additional information below).
     - Evidence of CNA, CMA, COTA, PTA, Rad Tech, Respiratory Tech, EMT/Paramedic, Military Medic (see Admission Policy)
     - For students accepted into the LPN to RN Professional AS Nursing Program, students need to have and keep active their license for the LPN/LVN to be accepted into the program as well as throughout the nursing program. LSC accepts only students with active, unencumbered LPN licenses.
     - Any additional documentation as required by specific clinical facilities.

4. **Health and Safety Requirements:**
   - Students must meet all health and safety standards set forth by clinical placement facilities. This includes:
     - Completion of health assessments.
     - Adherence to infection control policies.
     - Compliance with any additional health requirements stipulated by the clinical sites.

5. **Clinical Placement Process:**
   - Clinical placements will be assigned based on the following criteria:
     - Academic performance and progression within the program.
     - Availability of clinical sites.
   - Students will be notified of their clinical placements at least 4 weeks prior to the start of the clinical rotation. Students need to check the schedules emailed out to them by the administrative assistant in the allied health and nursing division.
   - Students cannot switch clinical groups without express request and approval of the nursing program director.
   - The nursing program director aims to keep clinical groups consistent in size, meaning students may be requested to move to a different clinical group to even out the clinical groups. Having similar size groups is important to ensure that all students and faculty have similar opportunities to interact with the faculty members.

6. **Compliance**

   All nursing students must comply with this document's onboarding requirements and policies. Failure to complete the onboarding process or meet the outlined requirements may result in delayed entry into clinical placements, delaying the student's progression to the next semester.

7. **More Details on the Background Checks**
   - Students in the Allied Health and Nursing Division with direct patient contact will be required to obtain one to three background studies (MN, WI & National). Lake Superior College shall make available to Allied Health and Nursing Division students pertinent screening information from applicable screening authorities used by clinical. Intent to enroll in or acceptance by any Allied Health and Nursing Program is not a guarantee of clinical placement.
   - Minnesota and Wisconsin state laws require all Allied Health and Nursing Division students to participate in required background screening (Minnesota Department of Human Services/DHS/ background study and Wisconsin Department of Justice Background Study). Any individual who is disqualified from having direct patient contact because of the background study and whose disqualification is not set aside will not be permitted to participate in clinical placement, resulting in failure to progress in the program of study.
   - National background studies, required due to agreements with Lake Superior College clinical partners, are required for direct patient contact. Lake Superior College clinical partners determine the eligibility to participate in direct patient contact, not Lake Superior College.
   - If a student is disqualified from having direct patient contact as a result of any background study, and this disqualification is not set aside or expunged, they will **not be permitted to participate in direct patient care** in their program of study resulting in failure to progress in their program of study. It is the student's responsibility to pursue the set-aside and/or expungement of any background study disqualification NOT the program director, Lake Superior College, and/or clinical partners. Any costs incurred are the responsibility of the student.
   - Clinical partners have the right to refuse to have a student on site. Allied Health and Nursing programs do not guarantee an alternative facility placement, and if no alternative facility placement is available, a student cannot progress in a program.
   - Lake Superior College shall notify students of screening results and/or adverse events as required, including a student's eligibility to participate in patient care.

Policy History

Date Implemented: September 1, 2024
Date Reviewed by Division of Nursing: August 21, 2024, May 20, 2025
Date Reviewed by Office of Diversity, Equity, and Inclusion: November 1, 2024

Lake Superior College
Department of Nursing
Policy 11.0 Skills Test-Out

Policy Owners: Nursing Program Director(s)

Policy Statement:

This policy exists to outline the test-out requirements for the department of nursing.

Affected Student Groups:

_X_Practical Nursing Students

_X_Professional Nursing AS students, traditional

_X_Professional Nursing AS Advanced Standing Track: LPN to RN

Nursing School Technology Requirements Policy

Purpose:

This policy establishes the policy and procedure explaining testing procedures for skills courses.

Definition:

Test-out: where a student must demonstrate competency of an assigned course outcome, required to pass the course. This may be a demonstration of a hands-on psychometric skill *or* a required written exam, namely a Medication Math test.

Policy Statement:

1. General Skills Test-Out Requirements:

   A. Students have two attempts to pass the skills test-out. Follow the grading scale established in the course syllabus.
   B. If the skill has not been passed after the second attempt, the student needs to follow the petition process guidelines:
   I. Complete a petition process form to delineate why the student was non-successful after two attempts, what the student will do differently if given a third attempt, and specific action items to increase success on the third attempt.
   II. Submit the petition to the nursing program director within two business days of failing the skill.

2.   Faculty process for review of petition.

The nursing program director will review the petition with the full-time faculty teaching the same semester. If an adjunct is also assigned to teach a course in which the student is enrolled, the adjunct may vote. This discussion and vote will occur face-to-face or via online technology (Zoom) if possible. The program director will inform the student of the petition's answer within one business day.

3.   Student steps after the petition vote has been communicated

Yes vote, student can retest:

If the petition has passed, the student must practice the skill(s) and demonstrate that remediation has been completed.

   Examples of remediation:

- Lab: Open lab, working with faculty, working with director
- Medication math tests: meeting with a peer or professional math tutor in the Tutoring and Learning Center; completing a remediation assignment or extra lessons in the textbook.

No vote, the petition did not pass, and the student cannot retest:

If the petition does not pass, the student will need to withdraw from the course before the withdrawal date. The Department of Nursing recommends that the student meet with advising.

Lake Superior College
Department of Nursing
Policy 12.0 Technology Requirements
Policy Owners: Nursing Program Director(s)

Purpose

This policy establishes the technology requirements for students enrolled in Lake Superior College's nursing program. It aims to ensure that all students have the necessary tools and skills to succeed in their academic and clinical training through the effective use of technology.

Scope

This policy applies to all nursing students enrolled in Lake Superior College, including both traditional and online learning formats.

Affected Student Groups:

_X_Practical Nursing Students

_X_Professional Nursing AS students, traditional

_X_Professional Nursing AS Advanced Standing Track: LPN to RN

Policy Statement

Lake Superior College recognizes the importance of technology in nursing education. All students must meet the following technology requirements to support effective learning, enhance communication, and facilitate successful clinical practice.

Technology Requirements

1. **Device Specifications:**
   Students are required to have access to a reliable computer or laptop that meets LSC's electronic requirements.
2. **Software Requirements:**
   a. Students must have the following software installed on their devices:
      i. **Office Suite:** Microsoft Office 365 (or equivalent) for word processing and presentations is provided to Lake Superior College students through the LSC website.

    ii.   **Educational Software:** Access to specific nursing program software as required (e.g., simulation software, clinical tracking systems, etc.)

    iii.   **Web Browser:** Nest version of Google Chrome, Firefox, or Safari for accessing online course materials

    iv.   **Antivirus Software:** Current antivirus software to protect devices from malware and viruses

3. **Learning Management System (LMS):**
   a. All students must familiarize themselves with the Learning Management System (LMS) used by the nursing program (Desire2Learn-D2L/Brightspace) and be able to:
      i. Navigate online course materials and submit assignments.
      ii. Participate in discussion boards and group projects.
      iii. Access grades and feedback from instructors.

4. **Communication Tools:**
   a. Students must use the LSC email account and regularly check for communication from faculty and administration.
   b. Participation in online meetings may require tools such as Zoom.

5. **Technical Support:**
   a. IT Help Desk for technical issues related to accounts and software.
   b. Tutorials and workshops offered on the effective use of specific technologies related to coursework.
   c. Access to library resources and online databases for research purposes
   d. Click here for LSC resources:
      i. Technology Resources https://www.lsc.edu/elearning/technology-resources/
      ii. Help Desk **https://www.lsc.edu/current-students/help-desk/**

6. **Compliance and Responsibility:**
   a. Students are responsible for ensuring that their technology meets the outlined specifications and that they have regular access to the required software and tools.
   b. Students without access to these technology requirements will experience difficulties completing coursework or participating in clinical experiences.

Policy History

Date Implemented: September 1, 2024
Date Reviewed by Division of Nursing: August 21, 2024, May 20, 2025
Date Reviewed by Office of Diversity, Equity, and Inclusion: November 1, 2024
Date Reviewed by Technology Department: October 23, 2024

Lake Superior College
Department of Nursing
Policy 13.0 Graduation
Policy Owners: Nursing Program Director(s)

Policy Statement:

This policy exists to outline the policy of eligibility for graduation.

Affected Student Groups:

_X_Practical Nursing Students

_X_Professional Nursing AS students, traditional

_X_Professional Nursing AS Advanced Standing Track: LPN to RN

Purpose

This policy provides a structured guideline of eligibility for a LSC nursing program graduation.

Policy

- LSC nursing students must follow the assigned program guide. This means passing all prerequisite courses, assigned nursing courses, and any corequisite courses.

- The nursing student must apply for graduation and follow the LSC steps for graduation: https://www.lsc.edu/current-students/records-registration/graduation-commencement/graduation/

Graduation Requirements

- Complete all college courses and total credits as identified on the Program Planner with a grade of "C" or better.
- Complete all make-up activities as per policy.
- Submit all required fees
- Turn in all facility provided ID badges.
- Students must submit an "Application for Graduation" to the Records Office by the deadline date that occurs during the semester prior to your final semester. (Follow Graduation Application Process at the student portal).

Registration for Licensure

LSC's nursing programs prepares graduates to sit for either the RN or PN NCLEX licensure for MN. Should a student decide to take their NCLEX exam for another state/country, the student will need to research the requirements for that state/country. Also, students taking their NCLEX in another state will need to provide appropriate documents for the Director of Nursing to sign for release to take the exam.

The licensure application process will be discussed during your final semester. During this meeting, the process to register at the Minnesota Board of Nursing for the NCLEX will be explained. There are additional fees for license application and testing. NCLEX Exam registration is through Pearson Vue **AND** the Minnesota Board of Nursing.

The Minnesota Board of Nursing requires all new applicants to complete a new background check when applying for licensure as of January 2018. Applicants will receive background check directions directly from the MN Board of Nursing after registering for NCLEX. The MN Board of Nursing cannot use a background check previously completed at either LSC or a place of employment.

NCLEX Preparation

The nursing program will have an NCLEX-review prep course. Information relating to a review course is available through nursing faculty and the director of nursing programs. Plan on attending the Kaplan review sessions as they are critical in your NCLEX success and passing on the first attempt.

Policy History

Date Implemented: September 1, 2024
Date Reviewed by Division of Nursing: August 21, 2024, May 20, 2025
Date Reviewed by Office of Diversity, Equity, and Inclusion: November 1, 2024
Date Reviewed by Registrar: October 30, 2024