



**ANOKA TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM  
38 Credit Diploma**

**Spring 2023 (revised 12/22)  
PRACTICAL NURSING STUDENT  
HANDBOOK**

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*A member of the Minnesota State Colleges and Universities system.*

**This information is available in alternative formats by calling 763-433-1100. TTY users can call Minnesota Relay at 800-627-3529.**

**Anoka Technical College is an equal opportunity, affirmative action employer and educator.**

**ANOKA TECHNICAL COLLEGE**

**PRACTICAL NURSING PROGRAM**

**OVERVIEW**

## Introduction

Welcome to the Anoka Technical College Practical Nursing program! This handbook contains information that is helpful to students as they progress through the nursing program.

Policies and procedures specific to the Practical Nursing program are outlined in this student handbook and supplement those in the college handbook. Students are expected to read these policies and sign a confirmation affirming this. Please use this handbook as a reference throughout the practical nursing program. Students may request an appointment with their advisor at any time to clarify information in the handbook.

The Practical Nursing program reserves the right to modify or update any statements contained in the handbook at any time.

College-wide policies and procedures as outlined in the Anoka Technical College Student Handbook are applicable to all students. Students are expected to adhere to the policies and procedures of the Practical Nursing Student Handbook, the Anoka Technical College Student Handbook, and the policies of clinical agencies where the student is placed. For further information, the following resources are available:

- Anoka Technical College [Policies and Procedures](#) are located on the College website.
- Further guidelines that describe customary activities in the College, particularly pertaining to students, are found in the [ATC Student Handbook](#).

### **Anoka Technical College (ATC) Practical Nursing Program Address**

Practical Nursing Program  
Anoka Technical College  
1355 West Hwy. 10 Anoka, MN 55303  
Phone: 763-576-4700

### **Degree Offered**

Diploma in Practical Nursing

<b>Clinical Partnerships</b>	
Guardian Angels Care Center	400 Evans Ave NW Elk River, MN 55330
The Homestead at Anoka	3000 4th Ave Anoka, MN 55303
Anoka Metro Regional Treatment Center	3301 North 7 <sup>th</sup> Ave Anoka, MN 55303
Benedictine Health Center at Innsbruck	1101 Black Oak Drive New Brighton, MN 55112
Elim Care and Rehab Center	701 First Street Princeton, MN 55371
Park View Care Center ( <i>temporarily inactive</i> )	200 Park Lane Buffalo, MN 55313
Park River Estates Care Center ( <i>temporarily inactive</i> )	9899 Avocet St NW Coon Rapids, MN 55433
Multiple clinic and school district sites	

*Clinical Partnerships subject to change at any time*

## Program Approval Status

Programs preparing persons for licensure as practical nurses are approved by the Minnesota Board of Nursing. The statutory requirements for continuing approval of a nursing program are found in Minnesota Statutes Section 148.251. The ATC Practical Nursing program is approved by the Minnesota Board of Nursing.

Minnesota Board of Nursing

1210 Northland Drive Suite 120

Mendota Heights, MN 55125 612-317-3000

Website: [mn.gov/health-licensing-boards/nursing/](http://mn.gov/health-licensing-boards/nursing/)

Email: [nursing.board@state.mn.us](mailto:nursing.board@state.mn.us)

## Program Accreditation Status

The Practical Nursing Diploma program at Anoka Technical College located in Anoka, Minnesota is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, Georgia 30326

(404) 975-5000

[www.acenursing.org](http://www.acenursing.org)



The most recent accreditation decision made by the ACEN Board of Commissioners for the Anoka Technical College Practical Nursing Diploma program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

The next scheduled evaluation visit is Fall, 2024.

## Mission of Anoka Technical College

Provide innovative career and technical education to help our students and communities live and learn well.

## Mission of the Anoka Technical College Practical Nursing Program

Serve the healthcare needs of a diverse community by supplying competent, employable graduates.

## Practical Nursing Program Purpose

Through a Minnesota Board of Nursing approved program of study, the Practical Nursing program prepares students for a diploma in Practical Nursing. Graduates are educationally eligible to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN) and, after passing and obtaining state licensure, may use the title Licensed Practical Nurse.

# Practical Nursing Program Outcomes

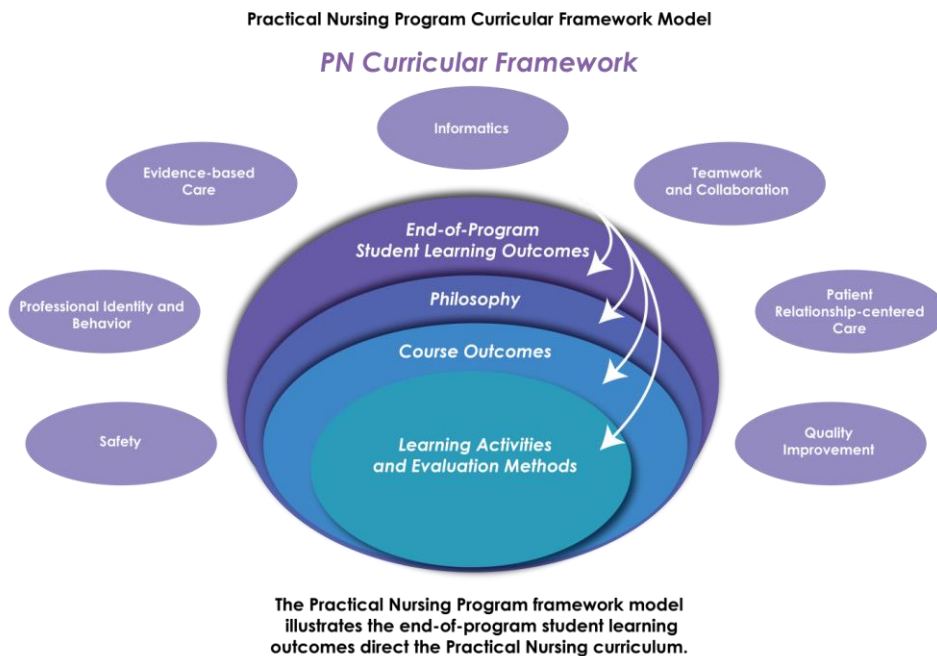
The Practical Nursing program will:

- graduate  $\geq 60\%$  of students admitted to the Practical Nursing program within 3 semesters of admission. Graduate  $\geq 45\%$  of students admitted to the program on-time in 2 semesters.
- graduate classes with an annual NCLEX-PN passing rate in compliance with standards established by the Accreditation Commission for Education in Nursing (ACEN) and the Minnesota Board of Nursing (MBON)
- graduate students who become employed as licensed practical nurses

Revised 9/22

## Practical Nursing Program Curricular Framework Model

The Practical Nursing Program framework model illustrates that the end-of-program student learning outcomes direct the Practical Nursing curriculum.



### The End-of-Program Student Learning Outcomes:

- are derived from the professional concepts
- form the basis for the philosophy statement
- guide the delivery of instruction and learning activities through the course outcomes
- are used to evaluate student progress in the knowledge, technical skills, and behaviors expected in practice-ready graduates

revised 9/22

## Practical Nursing Program Philosophy Statement

The Practical Nursing (PN) faculty supports the mission, vision, and the values of Anoka Technical College and Minnesota State (2018) in providing student-focused education that strengthens the community by supplying competent practical nursing graduates to the workforce. Graduates are eligible to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) to earn a license to practice nursing. The philosophy statement of the Anoka Technical College Practical Nursing program is appropriate to the scope of practice as defined by the Minnesota Board of Nursing in the Minnesota Nurse Practice Act (2014) and reflects the National League for Nursing (2010) outcomes and competencies for nursing education programs.

In alignment with the Minnesota Nurse Practice Act (2014), the faculty of the Practical Nursing program believes that nursing encompasses caring for human needs across the lifespan in a variety of settings under the supervision of a registered nurse, advanced practice registered nurse, or other qualified healthcare providers. The faculty identifies seven concepts that are translated into behaviors essential to nursing practice: Evidence-based Care, Informatics, Patient Relationship-centered Care, Professional Identity and Behavior, Quality Improvement, Safety, and Teamwork and Collaboration. These concepts are integrated throughout the program of study.

The primary roles of the practical nurse include being the direct provider of nursing care and being a member of the discipline of nursing. As providers of care, PNs contribute to the promotion and maintenance of wellness and the prevention of disease, using focused assessment in the identification of current and emerging patient problems and incorporating caring, nursing process, and clinical judgement as essential tools. PNs provide care by implementing **evidence-based** interventions within a nursing plan of care or when assigned by qualified healthcare providers. PNs care for diverse individual patients by providing **safe**, respectful **patient relationship-centered care** and by participating as a member of the healthcare team.

As a member of the discipline of nursing, practical nurses recognize that **teamwork and interprofessional collaboration** among healthcare professionals is critical to delivering **safe** patient care. Ongoing **quality improvement** activities are performed in **collaboration** with other members of the healthcare team to assist in monitoring the effectiveness of care and contribute to the continual **improvement** of healthcare processes. Implementing **evidence-based care** with skills in **informatics**, patient care technology, and information management is critical to the delivery of **safe, patient relationship-centered care**.

Professional values guide interactions with individuals and the healthcare team. PNs demonstrate **professional behaviors** by exhibiting accountability for their actions and ensuring a commitment to fulfill the legal responsibilities inherent in competent, respectful nursing practice. PNs demonstrate **professional identity** by upholding their obligation for **safe** care to the public, recognizing the need for lifelong learning and adherence to an established code of ethics.

The practical nursing educational curriculum at Anoka Technical College incorporates principles of adult learning. Learning experiences in the classroom, laboratory setting, and clinical practice settings are designed to reinforce the acquisition of knowledge and skills through interactive, collaborative methods (Knowles, Holton, Swanson, & Robinson, 2020). Further, the faculty recognizes diversity, inclusion, and equity as integral to nursing education

in the preparation of the practical nurse as a provider of health care. In alignment with Minnesota State's vision for equity and inclusion and Goal 3 of the Anoka Technical College Strategic Plan, the practical nursing program affirms the unique identities and lived experiences of our students. We are committed to a welcoming learning environment that values mutual dignity and respect for all individuals (Minnesota State, 2020; ATC and ARCC Equity and Inclusion Plan, 2016-2020; ATC Strategic Plan, 2014).

The nursing program believes that graduates from this program must be equipped to practice in a complex and changing healthcare environment within a diverse community. To assure that students are prepared for their role as an LPN, the program measures five end-of-program student learning outcomes in which the student demonstrates the practice-ready knowledge, skills, and behaviors as a graduate of the Practical Nursing program:

*Last reviewed by faculty 12/22*

## **End-of-Program Student Learning Outcomes**

Consistent with the standards that define nursing practice, the outcomes of the Anoka Technical College program of learning is a graduate who is able to:

1. Adhere to professional standards of practice within safe, legal, ethical and regulatory frameworks within the practical nurse scope of practice (*Professional concepts: Safety, Professional Identity and Behavior*)
2. Communicate effectively to deliver coordinated, interprofessional care through teamwork and collaboration (*Professional concepts: Teamwork and Collaboration*)
3. Utilize holistic information to provide evidence-based patient care that contributes to continuously improving care processes (*Professional concepts: Evidence-based Care, Quality Improvement*)
4. Demonstrate a caring and empathic approach while providing for individual patients' needs across the lifespan and health/illness continuum within a diverse community (*Professional concept: Patient Relationship-centered Care*)
5. Participate in supporting patient care through the utilization of information technology (*Professional concept: Informatics*)

*Last reviewed by faculty 5/19*

## **Professional Concepts**

Seven professional concepts are the foundation for the end-of-program student learning outcomes.

- **Evidence-based Care:** the integration of essential nursing knowledge and best current evidence with clinical judgment and patient values that contribute to optimal patient care outcomes (NCSBN, 2019; NLN, 2012; Dickison, Haerling, & Lasater, 2019).

**Essential to this concept:**



- (1) Conducting a focused assessment of the health status of an individual patient through the collection and comparison of data to normal findings and the individual patient's current health status, and reporting changes and responses to interventions in an ongoing manner to a registered nurse or the appropriate licensed health care provider for delegated or assigned tasks or activities (MBON, 2014);
  - (2) Using essential nursing knowledge and clinical judgment to determine appropriate evidence-based interventions within a nursing plan of care or when delegated or assigned by a registered nurse (MBON, 2014; NCSBN, 2019; Dickison, Haerling, & Lasater, 2019); and
  - (3) Implementing evidence-based interventions that are delegated, ordered, or prescribed by a licensed health care provider (MBON, 2014;)
  - (4) Assisting in the evaluation of responses to interventions (MBON, 2014).
- **Informatics:** the use of information technology as a communication and information gathering tool that minimizes errors, supports clinical decision making, and reinforces the safety of patient care (American Nurses Association, 2014).  
**Essential to this concept** is the application of technology and information management tools that enhance safe processes of care and the understanding of the relationships between information management and nursing decision-making (American Nurses Association, 2014).
  - **Patient Relationship-centered Care:** the provision of care for diverse individual patients that promotes a respectful, therapeutic environment based on the individual patient's preferences and values reflected by their physiological, psychological, sociological, spiritual, ethnic, and cultural needs (MBON, 2014; NLN, 2014; NLN, 2012).  
**Essential to this concept** is caring, compassion, and diversity awareness and sensitivity that enhances patient empowerment and positive patient outcomes, establishes a therapeutic relationship, advocates for the best interests of patients across the health/illness continuum, contributes to the nursing plan of care, and utilizes nursing process and clinical judgment to promote and maintain the health and dignity of diverse individual patients (MBON, 2014; NCSBN, 2019; Dickison, Haerling, & Lasater, 2019; Anoka Technical College, 2016).
  - **Professional Identity and Behavior:** the responsible behavior of the practical nurse that demonstrates accountability for care that is consistent with legal, ethical, and regulatory principles, obligations, and values within the practical nurse scope of practice. (Anoka Technical College, n.d.; MBON, 2014).  
**Essential to this concept** is the recognition and commitment by the practical nurse to established and current standards of care and the use of legal and ethical principles in nursing practice. This encompasses accountability for the quality of care delivered within a scope of practice, recognizing the boundaries of knowledge and experience, and addressing situations beyond the nurse's competency (MBON, 2015).

- **Quality Improvement:** the use of data and process improvement strategies to improve the quality and safety of health care systems and patient care outcomes by identifying and reporting errors and hazards (NLN, 2014; NCSBN, 2019).  
**Essential to this concept** is the provision of input in policy and procedure development in healthcare systems and assisting the health care team in the assessment of patient responses to nursing interventions (MBON, 2014; NCSBN, 2019).
- **Safety:** the identification and demonstration of strategies to reduce the risk of harm while delivering safe, skillful care and promoting a safe, therapeutic environment (MBON, 2014; NLN, 2014)  
**Essential to this concept** is the recognition of patients experiencing potential/actual complications and reporting changes and responses to interventions in an ongoing manner to a registered nurse or the appropriate licensed health care provider in alignment with national patient safety resources (MBON, 2015; The Joint Commission, 2021).
- **Teamwork and Collaboration:** the effective engagement within an interprofessional team that maintains open communication, fosters mutual respect for values, perspectives, and expertise, and promotes conflict recognition among those who contribute to or support the delivery of health services to meet patient care needs (International Education Collaborative, 2016; NLN, 2014; NCSBN, 2019).  
**Essential to this concept** is collaboration and communication with other health care providers by assisting in the shared decision-making in the development and modification of the plan of care (MBON, 2014; NLN, 2014; NCSBN, 2019).

*Adapted with permission from the ATI Curricular Mapping program for PN Curriculum (2011) and the Minnesota State PN Curriculum project, HealthForce MN (2014)  
 Reviewed by faculty 5/21*

## References

The following professional standards, guidelines, or competencies are used to develop, revise, and evaluate the nursing program framework and curriculum.

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- National Council of State Boards of Nursing (NCSBN) (2019). Clinical Judgment Measurement Model and Action Model, Next Generation NCLEX News, Retrieved from [https://www.ncsbn.org/NGN\\_Spring19\\_ENG\\_29Aug2019.pdf](https://www.ncsbn.org/NGN_Spring19_ENG_29Aug2019.pdf)
- National League for Nursing. (2014). *NLN practical/vocational nursing curriculum framework guiding principles*. Retrieved from <http://www.nln.org/professional-development-programs/teaching-resources/practical-nursing>
- National League for Nursing. (2012). *Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master's, practice doctorate, and research doctorate programs in nursing*. New York: Author.

## Overview of Student Responsibilities

### Liability Insurance

Liability insurance is required by the college. A fee is attached to NURS 1420.

### Name Tags

Anoka Technical College picture ID tags are required by the college. There is a fee assessed. These are obtained in the Academic Resource Center (library).

### Admission and Graduation Information

Students are enrolled as a practical nursing diploma (38 credits) seeking student. The program is designed to be completed on a full-time basis in two semesters. Currently there are no part time completion options.

The curriculum is planned so that each full-time group of students remains together from admission to graduation. The practical nursing curriculum is taught fall and spring semesters. Graduation dates are set by the college. An all-college graduation is held at the end of each spring and fall semester.

### Student Technology Requirements

It is the responsibility of every student, faculty, staff and guest to follow the Minnesota State and ATC Computer Network System Use and Security [Policy](#) 1A.4. Anoka Technical College provides services and resources to promote student success. The Office of Information Technology (OIT) provides students access to computer technology resources and 1:1 support to help students engage with the technology required for a program. Operating requirements for nursing students' technology-based communication and learning resources are distributed at nursing orientation.

**Acceptable use:** While using Anoka Technical college computers and the college network, students in the practical nursing program agree to adhere to the [Acceptable Use](#) policies for technology (Minnesota State policies 5.22, 5.22.1, and 5.22.2) that govern Anoka Technical College and the Minnesota State system.

**Personal Responsibility:** Technology use in the classroom is intended to enhance the learning environment for all students. The course instructor has the discretion to determine when, if, and what type of technology can be used during class. Faculty members may consent to student use of electronic devices for academic purposes related to the class.

Any use of technology that degrades the learning environment or promotes dishonesty may be prohibited by the individual instructor. Faculty members have the right to instruct students to turn off devices and to stow those devices in secure places in any class, lab, or clinical setting.

**Star ID:** Star ID and a password gives students access to services including:

- E-Services (course registration, grades/transcripts)
- College Network (access to any student computer on campus)
- Desire2Learn Brightspace (D2L course management system)
- Email

**E-mail:** The college official, primary communication method is through the Anoka Technical College student e-mail accounts. These email accounts are provided at no charge to students through information technology services. Students are responsible to check their e-mail account frequently. College and program announcements, reminders of important dates, and registration information are all transmitted via ATC email.

**Computer requirements:** Students need to have access to a personal computer/laptop with a high speed, stable internet connection, headphones/earbuds, microphone, and a webcam. Anoka Technical College provides access to computers in the Academic Resource Center Room 180 on the campus. Basic computer skills are required. Common software requirements include (but are not limited to) programs such as Microsoft Word, Power Point/Power Point Viewer, and Acrobat Reader. All written assignments (i.e. papers) that are electronically submitted must be in a compatible format.

**Desire2Learn (D2L)/Brightspace:** This is the web-based learning management system used by Minnesota State and Anoka Technical College. All NURS courses have a D2L/Brightspace component. *D2L/Brightspace* is the primary method for delivering class news/ content/ assignments. In addition, students may be expected to participate in web-based learning activities or to access activities posted online within D2L Brightspace. Students should anticipate to access this site frequently. D2L works the most effectively if accessed via the Chrome Web Browser (Mac and Windows machines) and the Edge browser (Windows machines). Students have access to online tutorials on the various functions of D2L.

**EHRgo:** This is purchased with your books in the ATC Bookstore. The access information is included on a small card. EHRgo is not supported on smartphones at this time.

**Castle Branch Data Management:** Students create an account via a specific portal for Anoka Tech nursing students. Information is distributed the second week of classes. Please wait for this information to be sure you are registering for an account in the appropriate portal.

**Proctorio Remote Proctoring:** The Chrome or Edge web browsers are required with the use of this product. Students install Proctorio on personal laptop or desktop computers as a Chrome extension, which is accessible for both Chrome and Edge browsers. A working webcam and microphone are required. Nursing students agree to allow environmental scans when using a remote proctoring application.

**Loaner Equipment:** Current & enrolled students are eligible to check out equipment to support distance learning. Available loaner equipment available to students include either Chromebook and/or laptop, hotspot, and web cameras. Equipment varies, but requests can likely be accommodated given adequate lead time. Equipment loaners are available for the current academic year only and must be returned at the last enrolled semester of the current academic year. Students are required to sign a liability form upon pick-up of the loaner equipment.

**Technology Support:** The Office of Information Technology (OIT) provides technology support to students, faculty and staff. Ways to receive technology support:

- D2L Questions: [d2lhelpdesk@anokatech.edu](mailto:d2lhelpdesk@anokatech.edu)
- Help Desk (ATC): [IT.Helpdesk@anokatech.edu](mailto:IT.Helpdesk@anokatech.edu)
- Phone Support: 763-433-1510
- Visit <https://ATCtechnews.com> for technology-related updates
- Service Portal: <https://services.anokatech.edu>

## Course Fees

Three categories of fees are applied to students in accordance with the Minnesota State Tuition and Fees Policy [5.11](#).

- a. Mandatory fees in statute or policy required to be charged by all colleges and universities.
- b. Optional fee established by the board and adopted at campus discretion.
- c. Personal Property, service charges or course activities having value outside of the classroom.

Fees for nursing courses are applied to courses NURS 1405, NURS 1420, NURS 1515, and NURS 1500. The delineation and specifics of the fees are found in [Anoka Tech policy 1A.14: Course Fees](#). Fees are reviewed and approved annually.

<b>Course</b>	<b>Rationale for the fee</b>
NURS 1405	Supplies for lab and individual practice use
NURS 1420	Liability insurance, background study*, document management
NURS 1515	Supplies for lab and individual practice use
NURS 1500	NCLEX preparation resources

*\*Not included in course fees, students are responsible for fingerprinting fee of \$9.50 associated with the background study process.*

**ANOKA TECHNICAL COLLEGE**

**PRACTICAL NURSING PROGRAM**

**STUDENT POLICIES**

## **Policies Related To Safety, Security, Student Health, Reasonable Accommodations, Data Privacy, and Technical Standards**

### **Drug-Free Campus Policy**

Anoka Technical College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA) and Minnesota State Board Policy 5.18 which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on the college premises or in conjunction with any college- sponsored activity or event, whether on- or off-campus. No student shall report to campus or a clinical site while under the influence of alcohol or a controlled substance, except as prescribed by a healthcare provider, which affects alertness, coordination, reaction, response, judgment, decision-making, or safety. Students having valid medical reasons for using healthcare provider-prescribed controlled substances that may affect their ability to perform or participate in class, clinic, or lab must report such use to their instructors and provide documentation from their healthcare provider upon request from the College . In accordance with federal regulations, this policy is published in the Anoka Technical College Student Handbook, and the policies are found in [Minnesota State Board Policy 5.18](#) and [Anoka Technical College policy 1A.8](#).

The Anoka Technical College Practical Nursing program upholds these drug-free policies.

### **Campus Safety and Security**

Anoka Technical College has a campus [Safety and Security policy 1A.16](#) in accordance with Minnesota State policy [5.24](#). Anoka Technical College students and staff are provided with information regarding policies, procedures, techniques, and other information related to frequency of incidents and how to handle, report, identify, and prevent incidents of violence, harassment, and intimidation. Students have access to a report of campus crime, information designed to assist them in preventing victimization, information dealing with incidents should they become a victim, and available assistance from the college personnel. This information is available to each student on the College Website, [Public Safety](#) webpage. A campus safety and security committee is dedicated to the continuous improvement of safety and security standards on campus.

### **Reasonable Accommodations Policy**

Per Minnesota State policy [1B.4](#) regarding reasonable accommodations, there are conditions for which accommodations are appropriate under the Americans with Disabilities Act (ADA). The Office of Accessibility provides services for students, faculty, and staff with a permanent or temporary disability by providing individuals with the tools to accomplish their educational and career goals. A variety of accommodations are available within the Anoka Technical College system.

As stated by the Office of Accessibility, it is the student's responsibility to request accommodations early to ensure that accommodations can be arranged as appropriate. The Practical Nursing program upholds the Minnesota State and Anoka Technical College policy regarding reasonable accommodations.



## **Responsibility for Health Care Costs**

Health care costs incurred during the period of time that a student is in the Nursing Program are the student's responsibility. Students are strongly encouraged to carry health insurance.

## **Workers' Compensation**

It is the position of the clinical facilities and the College that nursing students are not an employee of either the clinical facilities to which they are assigned or of the College for purposes of Workers' Compensation insurance.

## **Criminal Background Checks**

An integral part of the Nursing Program is the experience gained in clinical settings. To provide this experience, Anoka Technical College contracts with local health care facilities licensed by the Minnesota Department of Health or Department of Human Services. Minnesota law ([Minnesota Statutes, Chapter 245C](#):Department of Human Services [Background Study Act](#) [2016]) requires that any person who provides services that involve direct contact with patients and/or residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is unable to pass the background study is disqualified from participating at a clinical site. If, as a result of the background study, the student is disqualified from direct contact, the facility will not allow the student to participate in its clinical experience program. Additionally, if students refuse to cooperate in the criminal background study, the clinical facility will refuse to allow students to have direct patient contact. If an approved background study cannot be obtained, the student is ineligible to continue in the clinical course and the Nursing Program. ATC [Policy 3.1](#) references the college policy on background studies.

## **Health Protocols**

Anoka Technical College Practical Nursing program is following recommendations and guidance from the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) to help control the spread of COVID-19. These guidelines may include measures such as health screening protocols and Covid testing, physical distancing, and the wearing of face coverings such as shields/goggles and/or masks. Our clinical partners are enforcing measures for their facilities and operations. Students are expected to adhere to these standards and measures while on campus and with those of our clinical partners when in their settings. These standards and measures may change at any time, and students are required to comply with new mandates.

Students must prioritize patient safety. As part of adherence to public health protocols meant to mitigate the spread of COVID-19:

- a. Students should not attend clinical nor come onto campus if they are waiting for results of COVID testing that occurred because the student had symptoms that initiated the test.
- b. Anyone feeling ill must stay home and refrain from coming to campus or attending clinical.

Anoka Technical College is committed to decision-making that prioritizes community safety. COVID testing due to symptoms or close contact with infected persons and/or the results of COVID testing is promptly shared with the clinical coordinator so that next steps can be determined for the purposes of safeguarding the student, patients, and the community. Students also notify Public Safety at [COVID19.health@anokatech.edu](mailto:COVID19.health@anokatech.edu) so that the college can assist with necessary information-gathering for the Minnesota Department of Health. Please refer to the Covid Guidelines distributed to students in the first week of classes and posted online in the D2L class.

Individuals who are sick should stay at home without fear of reprisals. All efforts are made by faculty to preserve student progress and to make up missed material within an appropriate time frame. As with any illness, it is the student's responsibility to contact the instructor to request extensions. It is imperative that instructors are contacted **before** a due date or a testing period.

As with all communications related to COVID-19, protocols may need to be adjusted based on local epidemiologic disease patterns and corresponding guidance from the Minnesota Department of Health, Minnesota State, and the Centers for Disease Control and Prevention.

### **Student Support Services**

As a student, your safety, health, and well-being are important. Anoka Technical College recognizes that students experience challenges in their lives outside of the classroom that may have direct impact on their wellbeing and academic success.

[Community Resources](#) are listed on the Student Basic Needs webpage.

Students experiencing food insecurity are invited to stop by the Feed Your Need Food Pantry located in Rm 190-P. Hours vary and can found on the [Food Pantry](#) webpage.

[Counseling Services](#) are available to provide students with short-term support for a variety of concerns. Such concerns may include, but are not limited to personal crises, mental health concerns, increased stress or anxiety, drug or alcohol abuse, financial pressures, grief, relationship concerns, and overall life transitions. In addition, referrals to professional agencies and resources to services in the community are provided when necessary.

All students attending Anoka Technical College are welcome to take advantage of our free tutoring services, which include Peer Tutoring and 24/7 online access to Tutor.com in D2L. In addition, the Practical Nursing department has a part-time tutor who is available for NURS courses. These tutoring services are designed to maximize student success. Small group study sessions, individual meetings, in-person and remote meetings are available. All nursing students are automatically entered in the D2L course: Nursing Tutoring Services which provides access to information supplied by the tutor. There is no tuition associated with this D2L "course." Participation in tutoring services or accessing this D2L course is optional. There is no obligation to participate. No evaluation or grades are associated with this.

# Data Practices Advisory

## Student Data Practices

Minnesota State, Anoka Technical College, and the Practical Nursing program comply with the Family Educational Rights and Privacy Act ([FERPA](#)) and the Minnesota Government Data Practices Act (MGDPA) in Minnesota Statute ([Chapter 13](#)) addressing the handling of educational data. Anoka Technical College adheres to these federal and state laws and to the Minnesota State board policies regarding data management, computer and technology use, and data privacy. The complete Student Data Practices policy and procedure [2.12](#) is located on the college Data Practice Management [webpage](#).

## Informed Consent

Clinical facilities impose specific requirements regarding persons working or functioning as students in their facilities and require documentation of these requirements as part of their affiliation agreements with the ATC PN program. Students provide this information to the PN program which is used to determine whether the student meets a clinical site's requirements to participate in clinical experiences as care providers. The information provided is disclosed, if requested, to the clinical site where the student is placed. A clinical site may refuse to allow a student to participate based on data provided. Further, a student's refusal or neglect to provide the information means that a clinical site can deny access to a student at its facility. The Nursing Program does not guarantee an alternative facility placement. If no alternative facility placement is available, the student is ineligible to continue in the Nursing Program.

The ATC PN Nursing program partners with [Castle Branch](#) to manage students' health and compliance documents. The management system allows students to meet the requirements of the facilities where they perform clinical coursework by uploading required documents from their own personal computer or device. Students agree to this collection, storage, and disclosure of data through an electronic agreement to Terms and Conditions at the time that their Castle Branch account is created. Students are also required to submit documents to an additional management system for Minnesota background studies. Students sign written permission consenting to release this information in these described circumstances.

## Retention of Records

Current nursing student files with any data collected while a student is in the nursing program are stored in locked files in a secure nursing office location. Records maintained on students include clinical evaluation tools, acknowledgment of receipt of Practical Nursing Handbook, acknowledgement of attendance and medication administration requirements, and, if necessary, student academic success plans. The student file has three signed waivers: Authorization for release of student information for clinical facilities, Confidentiality agreement and Consent to recording, and a Student Works Consent form. Graduate information is retained and stored securely for two semesters after graduation (one year). After this time, the records are destroyed via a confidential disposal process. Permanent academic records (transcripts) are maintained by the Records and Registration Office at the Anoka Technical College campus.

*Reviewed by Registrar 11/17*

## Intellectual Property

[Minnesota State Policy 3.26](#) Intellectual Property affirms that students own their own work. Therefore, signed, written permission is obtained from students through a Student Works Consent form to archive examples of student work for accreditation purposes. This use of student work is unrelated to evaluation of student performance. The work is stored in a locked, secure location and may be retained for up to 3 years.

## Confidentiality and Consent to Recording

During participation in nursing courses that use simulation lab experiences as a learning activity, students are observers of the performance of other individuals in managing medical events. Students also are participants in these learning activities. Due to the unique aspects of this form of simulation training, students are expected to **maintain and hold confidential all information** regarding the performance of individuals and the details of specific scenarios.

Additionally, as part of these learning experiences, students understand that video recordings occur in the Nursing Simulation Lab. By participating in class, students grant permission to Anoka Technical College Practical Nursing Department to record, film, and/or electronically capture their likeness, image, voice, appearance and/or performance. Recordings created in the Nursing Simulation lab are for learning purposes and educational benefit only and may be shared in a class debriefing experience. Access to video recordings is managed by nursing faculty. Recordings are automatically deleted after one month. No commercial use of the audiovisual recordings can be made without written permission of all involved students. Through the remote exam proctoring product Proctorio, students are recorded in testing situations. These recordings are only accessible to the course instructor(s). Data is encrypted and FERPA-compliant.

Recordings created by students and shared with instructors for educational purposes through the student's Kaltura/Mediaspace account are reviewed only by the instructor(s) of the course. These recordings are within full control of the student and may be deleted when no longer necessary.

Students sign a consent form that acknowledges confidentiality in simulation and agreement to recording during simulation lab experiences and testing as well as for other educational purposes.

## Communication of Policy Updates

The Practical Nursing program reserves the right to modify or update any statements contained in the handbook at any time. The program is committed to communicating changes in a timely and accurate manner. In the event that changes are made to the Practical Nursing department policies and procedures, this procedure is followed:

1. Once approved by faculty and/or college and/or advisory body, the new policy is updated in the program handbook which is found on the department webpage.
2. Updates are posted in a written form on the communication board located in the nursing classroom 217.

3. Verbal notification of the change is announced in Semester 1 and 2 classes: NURS 1400 and NURS 1500.
4. The link to the program handbook with the updated policy is located on D2L Brightspace in all NURS courses.

The most current publication of the handbook supersedes all prior print or online publications.

### **Minnesota State Performance Standards for Practical Nursing Programs**

These performance standards demonstrate required abilities for entry-level nursing education programs. Each standard includes required skills and a list of example behaviors necessary to provide safe and effective care.

## Minnesota State Practical Nursing Program Performance Standards

The system of Minnesota State Colleges provides the following example of performance standards, based on the Minnesota Nurse Practice Act, that practical nursing students are required to meet and maintain to provide safe and effective care to be successful and progress in nursing programs.

The examples listed are for illustrative purposes only and are not intended to be a complete list of all tasks in a nursing program.

Students with documented disabilities, or who believe they may have a protected disability, can request accommodation, which may assist with meeting the standards for nursing programs. For assistance, contact Accessibility Services at Anoka Technical College.

Requirements	Standards	Examples include but are not limited to...
Critical-thinking Skills	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none"> <li>• Ability to understanding context of situations, make logical decisions and request assistance as needed.</li> <li>• Organize workload to manage time effectively and prioritize the delivery of client care.</li> <li>• Ability to recognize and report changes in client's condition to registered nurse or instructor.</li> <li>• Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes.</li> <li>• Ongoing demonstration of skills mastery while integrating new information.</li> </ul>
Interpersonal Skills	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	<ul style="list-style-type: none"> <li>• Maintain and protect client confidentiality and privacy.</li> <li>• Establish professional relationships.</li> <li>• Accept feedback and integrate new understanding into behavior.</li> <li>• Display personal accountability, integrity, understanding that student behavior affects others.</li> <li>• Practice the ability to assign tasks to other LPN's and unlicensed personnel.</li> <li>• Promote a team-building environment.</li> <li>• Provide safe effective care in a variety of cultural settings.</li> <li>• Convey empathy, compassion and sensitivity in interactions and relationships.</li> </ul>
Communication Skills	Communication skills sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> <li>• Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors and members of the healthcare team.</li> <li>• Accurately document nursing actions and client responses.</li> <li>• Display the capacity to participate in successful conflict resolution and advocate for client rights and needs.</li> </ul>

		<ul style="list-style-type: none"> <li>• Effectively communicate in English in verbal, written, and electronic resources with colleagues, school staff, and members of the interdisciplinary team.</li> <li>• Use therapeutic communication techniques to provide support to peers, clients and families.</li> <li>• Process relevant information; accurately and timely communicate to the healthcare team.</li> <li>• Ability to perform client education and adjust information to client understanding.</li> </ul>
Psychomotor Skills	Psychomotor skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> <li>• Move about client's room and/or workspaces to complete client assessment.</li> <li>• Ability to administer rescue procedures - cardiopulmonary resuscitation.</li> <li>• Demonstrate the ability to work for long periods.</li> <li>• Safely use and calibrate equipment in a variety of settings.</li> <li>• Perform procedures necessary to safely admit, transfer, or discharge a client.</li> <li>• Prepare and administer medications and treatments.</li> <li>• Perform basic nursing skills safely and efficiently.</li> </ul>
Assessment Skills	Assessment skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> <li>• Conduct focused assessment; compare data with normal findings, report changes to registered nurse or other licensed healthcare provider.</li> <li>• Observe client's condition, utilizing all senses, and data from equipment, report changes.</li> <li>• Ability to respond to client distress calls.</li> <li>• Implement interventions delegated or ordered by healthcare provider.</li> <li>• Participate with other members of the healthcare team to develop and modify care plans.</li> </ul>
Emotional-Behavioral Skills	Demonstrates appropriate behavior to function effectively under stress and assume accountability for one's actions	<ul style="list-style-type: none"> <li>• Demonstrate emotional stability while encountering a wide variety of emotions in self and others.</li> <li>• Communicate empathy, recognize own values, attitudes, beliefs, emotions and experiences affect perceptions and relationships with others.</li> <li>• Personal flexibility to adapt to rapidly changing environments.</li> <li>• Ability to apply sound judgement in pressured situations.</li> <li>• Recognize limits of knowledge and abilities and seek assistance.</li> </ul>
Professional Conduct Skills	Process attributes that include compassion, altruism, integrity, honesty, responsibility and tolerance	<ul style="list-style-type: none"> <li>• Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing.</li> <li>• Recognize and preserve individual human dignity.</li> <li>• Advocate for the client's best interest.</li> <li>• Demonstrate professional accountability and ability to work in hierarchical environment.</li> <li>• Demonstrate intent to follow the ANA Code of Ethics.</li> </ul>

Environmental Stressors	Other considerations	<ul style="list-style-type: none"> <li>• Ability to work with infectious agents and blood-borne pathogens.</li> <li>• Ability to work in area with potential chemical and radiation hazards.</li> <li>• Ability to work with potential allergens such as latex.</li> <li>• Ability to work in areas of potential violence.</li> <li>• Ability to work in close proximity to others.</li> </ul>
Other	Sensory	<ul style="list-style-type: none"> <li>• Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.</li> </ul>

### References

H.C. Gonzalez, E-L. Hsiao / Teaching and Learning in Nursing 15 (2020) 53-56.  
Minnesota Nurse Practice Act – Minnesota Statute Section 148.171.  
Revised and approved by AD and PN Nursing Directors of Minnesota State, June 2020.  
Reviewed by Office of General Counsel, 2020



## **Policies Related to Program Progression**

### **Anoka Technical College Transfer of Credit Policy**

Anoka Technical College accepts [Minnesota Transfer Curriculum](#) courses and goal areas as determined and documented by the sending Minnesota State institution. Anoka Technical College also accepts Minnesota Transfer Curriculum (MnTC) as determined and documented by the University of Minnesota. However, there is no guarantee that courses from private and non-Minnesota State colleges will satisfy MnTC goals, even if the courses may be transferable as electives. Such courses are evaluated on an individual basis by the Records and Registration department.

Students wishing to transfer credits from another institution other than Minnesota State must provide an official copy of the transcript from the other institution to the Office of Records and Registration, along with a course outline and a description of the course. The designated transfer specialist evaluates the college-level courses completed to determine if they meet transfer criteria.

If students wish to substitute a course that is not part of their program plan, whether the course is from Anoka Technical College or another institution, a Course Substitution Petition is completed. The petition can also be used to add an additional course that is not part of their program plan. The completed form is submitted to the Office of Records and Registration via email, fax or mail.

Anoka Technical College grants transfer credit for individuals enrolled in a program major. Only those courses that are applicable to a student's certificate, diploma, or degree are considered for transfer. Anoka Technical College accepts in transfer courses that it determines to be comparable or equivalent to specific courses it offers. Refer to the Anoka Technical College [Policy 3.16](#) Credit Transfer Policy. [Transfer agreements](#) within the Minnesota State system are formal agreements between two or more colleges and universities to accept credits in transfer toward a specific academic program. A copy of the statewide nursing program transfer agreement between the ATC PN program and other Minnesota State colleges is available through Academic Affairs.

### **Practical Nursing Program Transfer of Credit Policy**

Request for nursing credits transferred from another institution are reviewed to meet the following guidelines:

1. Comparable or equivalent to an Anoka Technical College technical course in content and credits with an earned grade of a C or higher.
2. In the instance of a college-level Dosage Calculations course, the earned grade must be an A (90%) or higher to be accepted for transfer and taken within 5 years of entrance to the Practical Nursing major.
3. Transfer of nursing credits is considered for courses that have been completed within one year prior to application for admission to Anoka Technical College.
4. Approval by the Transfer specialist and the designated Practical Nursing director
5. Transfer of credits completed by the first day of semester classes
6. No clinical or laboratory/skills courses are considered for transfer of credit to the Anoka Technical College Practical Nursing program

## Full-Time Enrollment Policy

Students progress through the Practical Nursing program following a 2-semester program plan. Nursing courses are offered every fall and spring semester. General education courses are offered fall, spring, and, in some instances, summer semester. Clinical experiences are scheduled according to clinical site availability.

### Definitions

These definitions refer to the following individuals and criteria:

*Unsatisfactory Grades:* Defined as D, F, FN, FW, U, NC, or W in NURS courses or less than an A in MATH 1010.

*Repeating Student:* Student who is retaking a course(s) to achieve a satisfactory grade. College policy allows a student to repeat a course one time on a space available basis. Failure to successfully complete a course (receiving a D, F, FN, FW, U, NC, W, or less than an A in MATH 1010) when repeating it will result in being ineligible to re-register for that course. After two attempts, students may petition to repeat a course by submitting an Academic Petition to the Dean of Academic Affairs. (Anoka Technical College policy number: 3.8 Grading). Failure to successfully complete a course after three times excludes the student from the program major of Practical Nursing.

*Re-entry Student:* Student who is re-entering the program less than one year after a break in nursing education for unusual or extenuating circumstances or who is returning to Anoka Technical College after being ineligible to continue in the college due to unsatisfactory academic progress grades (unsuccessful in the same non-nursing class twice, applicable to MATH 1010, HLTH 1005, and ENGL 1107).

*Re-admitted Student:* Student who is re-starting the Practical Nursing program after being ineligible to continue in the Practical Nursing program due to unsatisfactory grades (2 or more unsuccessful NURS courses). A student may only be readmitted **once**.

### Progression Requirements

1. If a student cumulatively receives two unsatisfactory grades in *NURS* courses in the Practical Nursing program, the student is ineligible to continue in the Practical Nursing program. Students may apply for readmission to the program **once**. (See readmission policy below.)
2. Students may apply to be readmitted to the Practical Nursing program as a re-starting student. To be eligible for readmission, a student must meet all program requirements at the time of readmission, must be in satisfactory college academic standing with a cumulative GPA of 2.0 or greater, and must repeat all NURS courses. This re-admission is regarded as a new program start and the previous failing grades are not considered for practical nursing program progression. (See re-admission policy below)

## Readmission to the Practical Nursing Program

All previously enrolled students have an opportunity to be re-admitted to the Practical Nursing program on a space available basis **one time only**.

An individual interested in readmission meets with the Practical Nursing Program Director to discuss the readmission process and submit the required documents. Following this meeting, the student applies through the Anoka Technical College Enrollment Services Department to be readmitted to the Practical Nursing program as a re-starting student. To be eligible for readmission, the student must meet all program admission requirements at the time of readmission and will repeat all NURS courses on the program plan. This re-admission is regarded as a new program start and the previous failing grades are not considered for practical nursing program progression. This practice is intended to provide the best opportunity for student success.

*Readmission has impacts on Anoka Technical College's Satisfactory Academic Progress policy as well as financial aid implications. If pursuing readmission, it is the applicant's responsibility to evaluate and address these potential consequences.*

## Practical Nursing Re-admission Policy and Procedure

Re-admission is defined as:

- Restarting the Practical Nursing program after being ineligible to continue in the Practical Nursing program due to unsatisfactory grades (2 or more unsuccessful NURS courses) **or**
- Restarting the Practical Nursing program after successfully completing at least one NURS course before a break in nursing education of greater than one year. A student may only be readmitted **once**.

## Policy

1. Students meet with Practical Nursing Program Director to be considered for re-admittance status. A completed Re-admission Request and Learning Plan Form and a copy of a current transcript are submitted at this meeting.
2. Students must meet the following eligibility criteria for re-admittance:
  - a. Cumulative GPA of 2.0 or greater
3. Student applications are reviewed based on criteria described on the re-admission form.
  - a. Re-admission is on a space-available basis only. Meeting eligibility requirements does not guarantee re-admission.
4. Students who re-enroll in the practical nursing program must comply with the program requirements in effect when they re-admit to the nursing program.

## Procedure

1. Students complete the Practical Nursing Re-admission Request and Learning Plan Form and submit it along with a copy of the most current Anoka Technical College transcript to the Practical Nursing Program Director.
2. The Re-admission Request and Learning Plan is evaluated by faculty and/or Practical Nursing Director. The Readmission Request and Learning Plan

summarizes the contributing factors for the unsatisfactory academic performance and a plan to modify these circumstances.

3. Once the Practical Nursing Program Director signs the Re-admission Request and Learning Plan, the student submits the form along with a completed application packet to Enrollment Services and is notified of the acceptance to the nursing program through Enrollment Services. Registration for classes cannot begin until notification is received.
4. Any program prerequisites and requirements must be met by the specified deadline before the student is eligible to begin courses on the Practical Nursing program plan.

### **Re-entry to the Practical Nursing Program**

Re-entry applies to students returning to the program in less than one year of leaving the program. In absences longer than one year, the student does not meet the re-entry criteria and, instead, must pursue re-admission. See the Re-admission Policy.

### **Practical Nursing Re-entry Policy and Procedure**

#### **Policy**

1. Re-entry is defined as returning to the Practical Nursing program within one year after successfully completing at least one NURS course before a break in nursing education for unusual or extenuating circumstances or returning to Anoka Technical College after being ineligible to continue in the college due to unsatisfactory progress in non-nursing courses (unsuccessful in the same non-nursing course twice, applicable to MATH 1010, HLTH 1005, and ENGL 1107).
2. Students meet with the Practical Nursing Program Director to be considered for re-entry status. A completed application and a current transcript is submitted at this meeting.
3. Students must meet the following eligibility criteria for re-admittance:
  - a. Cumulative GPA of 2.0 or greater
4. Student applications are reviewed based on criteria described on the re-entry form.
  - a. Re-entry is on a space-available basis only. Meeting eligibility requirements does not guarantee re-entry. The determination of space available is made immediately prior to the first day of the course.
5. Students who enroll in the practical nursing program, then leave for no greater than one year, must comply with the program requirements in effect when they return to the nursing program.

#### **Procedure**

1. Students complete the Practical Nursing Re-entry Request Form and submit it along with their most current Anoka Technical College transcript to the Practical Nursing Program Director. The form is completed during the semester prior to the semester in which re-entry is being sought.
2. The Re-entry Request Form is evaluated by faculty and/or Practical Nursing Program Director.
3. The student is notified of the decision. Registration for classes cannot begin until notification is received.

4. Any program prerequisites and requirements must be met by the specified deadline before the student is eligible to begin courses on the Practical Nursing program plan.

### **Progression Criteria for Repeating or Re-entry Students**

A repeating student is one who is retaking a course to obtain a satisfactory grade. College policy allows a student to repeat a course one time on a space available basis. Repeating students can continue in the Practical Nursing program if space is available.

A re-entry student is one who is re-entering the program less than one year after a break in nursing education for unusual or extenuating circumstances or who is returning to Anoka Technical College after being ineligible to continue in the college due to unsatisfactory academic progress in non-nursing courses (unsuccessful in the same non-nursing course twice, applicable to MATH 1010, HLTH 1005, and ENGL 1107).

A waiting list for available seats is established in the following order:

1. Students who have withdrawn for less than one year due to unusual or extenuating circumstances and have met with their advisor and have a documented plan for their re-entry. This is a student who has maintained satisfactory academic progress.
2. Students who are retaking a course to obtain a satisfactory grade.
3. Students re-entering the program after being ineligible to continue in the College due to being unsuccessful in the same non-nursing course twice (MATH 1010, ENGL 1107, or HLTH 1005).
  - a. Cumulative GPA of 2.0 or greater is required.

Re-entry is on a space-available basis only. Meeting eligibility requirements does not guarantee re-entry. Refer to the *Policies Related to Program Progression* section of the PN handbook.

In the event of multiple students meeting the same step of waiting list criteria, a decision is based on:

1. Highest GPA

### **Graduation/Completion of Program Requirements**

All Anoka Technical College students seeking an Associate in Applied Science (AAS), diploma, or certification must meet the grade point average (GPA) of 2.0 or higher. Refer to the Anoka Technical College Student Handbook and College [Policy 2.4](#).

Additionally:

1. Complete the required courses as outlined on the Practical Nursing program plan with a C or better grade in each course and an A in MATH 1010.
2. Maintain current CPR certification.
3. Complete the NCLEX-Practical Nursing success predictor test
4. Maintain an acceptable background check from the Minnesota Department of Human Services.
5. Submit an application for graduation to Records/Registration.

Revised 11/16

# Policies Related to Course Progression

## Course Progression Requirements and Grading Policy

Students continue in the Practical Nursing Program when they demonstrate consistent, satisfactory progress toward the goals as identified:

1. A minimum of a C grade is required in all courses on the program plan. Any course grade below a C does not meet this requirement. A grade of S or an A is required in MATH 1010 to meet the minimum passing requirement.
2. All course prerequisites must be met prior to enrolling in each nursing course. All Semester 1 courses on the PN program plan must be passed successfully to progress to Semester 2 courses.
3. The following grading system is used in all practical nursing (NURS) courses:
  - A = 94-100%
  - B = 87-93%
  - C = 80-86%
  - D = 75-79%
  - F = < 75%Percentages/Averages are **not rounded** out to the next largest number.
4. Each nursing (NURS) and health core (HLTH) course requires an 80% passing score. MATH 1010 requires a 90% (A) passing score.
5. It is each student's responsibility to be aware of official course withdrawal dates. Nursing students who are considering withdrawal from one or more courses on the program plan are encouraged to discuss their academic plan first with their current nursing instructor(s) and/or the Program Director. The student is responsible for withdrawal from a nursing course through their eServices account. If a student stops attending class but does not formally withdraw, the grade may be recorded as an FW or an FN.
6. A student can repeat a NURS course one time on a space available basis. Failure to successfully complete a NURS course when repeating it (receiving a D, F, FN, FW, U, NC, W) results in the student's ineligibility to continue in the nursing program.
7. Failure to successfully complete a non-NURS course that is a program requirement (ENGL 1107, HLTH 1005, or MATH 1010) after three times excludes the student from the program major of Practical Nursing.
8. Earning insufficient points to earn a passing grade in a NURS clinical course (NURS 1420, NURS 1521) prior to the college official last day to withdraw or prior to the last day of the course results in the student's ineligibility to continue attending the clinical course.
9. The simulation laboratory environment is an on-site clinical experience for students in NURS 1420 and 1521. The simulation laboratory is treated like all clinical environments in which students participate. All clinical policies apply in the simulation environment.
10. Virtual simulation may be used as an online clinical experience for students in NURS 1420 and 1521. Virtual simulation is treated like all clinical environments in which students participate. Clinical policies as designated by the instructor apply in the virtual simulation environment.
11. A nursing tutor is available for NURS courses. These tutoring services are designed to maximize student success. Small group study sessions, individual meetings, in-person and remote meetings are available. All nursing students are

automatically entered in the D2L course: Nursing Tutoring Services which provides access to information supplied by the tutor. There is no tuition associated with this D2L “course.” Participation in tutoring services or accessing this D2L course is optional. There is no obligation to participate. No evaluation or grades are associated with this.

12. Academic misconduct is defined in the Anoka Technical College Student Code of Conduct found in the student handbook and in the Practical Nursing Program Policy on Academic Misconduct. The Anoka Technical College Student Code of Conduct, the PN Program Policy on Academic Misconduct, and the individual syllabus of an instructor further define examples of academic misconduct. If a faculty member determines that a student has participated in academic misconduct, the student is informed of the consequences as outlined in the course syllabus and in the practical nursing department policy standards described in this handbook (ATC Code of Conduct; Practical Nursing Program Policy on Academic Misconduct). Any student dismissed from the program for academic misconduct is not eligible for re-admission. Students who desire recourse must follow the established College policy and procedure.

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### **Course Progression Requirements: Clinical**

Clinical experiences prepare students for practice in the care of patients and support the achievement of the end-of-program student learning outcomes identified in the program. The Clinical Daily/Summative Evaluation Tool for NURS 1420 and NURS 1521 is utilized to evaluate safe and competent performance while the student is in a clinical or simulated clinical setting. Evaluation of clinical performance is coded based on the Clinical Evaluation KEY.

When a student receives a “U” in any category, the instructor identifies to the student the specific concern or behavior that requires further evaluation. The instructor conferences with the student in a timely manner to develop a plan for improvement or remediation for the specific behavior. The student is re-evaluated prior to completion of the clinical course. If an “M” is not achieved by the end of the clinical course, a failing grade for the course may result.

The conference and plan for improvement is documented on the Anoka Technical College Student Academic Success Plan (SASP). The purpose of the SASP is to identify student behavior that does not incorporate the program’s identified professional concepts and end-of -program outcomes into practice. The goal of this process is to promote competence and safe practice behavior in the classroom, clinical, and lab settings. The SASP document is placed in the student file and reviewed by the instructor by the end of the course.

### **Process for documenting a SASP:**

1. The nursing instructor notifies the student of the unsatisfactory behavior and its implications.
2. If the unsatisfactory behavior occurs during clinical, the instructor may determine whether the student can remain in the clinical area.
3. Steps of the process:

- The instructor completes the SASP form and informs the student of the next steps in the process. This may include a plan for improvement, remediation, and/or testing.
- A student-instructor conference is held and the SASP document is reviewed.
- Both instructor and student sign and date the form.
- The SASP is placed in the student's file and kept according to the Retention of Records policy described in the PN Student handbook.
- Future nursing instructors may be informed of the SASP details as they pertain to clinical rotations.
- Situations which may cause the student to fail the clinical course or be dismissed from the program are documented on the SASP. These could include infractions of the attendance policy, infractions of the student conduct policy, repeats of unsatisfactory behavior without improvement, and/or grave concerns documented by instructors or clinical facilities.

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## **Policies Related to Attendance**

### **Anoka Technical College Policy**

Refer to the Anoka Technical College Policy 3.14 [Attendance](#).

### **Practical Nursing Program Attendance Policy**

Student contributions, including expectations for attendance, are included in the course syllabus for each course and are described in the Practical Nursing Program Attendance Requirements (*see next section*). The Practical Nursing program has established these requirements to facilitate the achievement of the end-of-program student learning outcomes that encompass the knowledge, technical skills, behavior, and patient care essentials critical in this nursing program and in the nursing workforce. In all clinical settings, students have opportunities to gain more knowledge and experience about patients, disease conditions, nursing interventions, and the role of the nurse in the care of patients. Every effort is made to provide quality nursing practice environments for every student. The program is unable to guarantee student assignments to specific or requested clinical sites.

### **Practical Nursing Program Attendance Requirements**

In the work setting, employers regard reliable attendance as an important quality of dependability in a potential employee. The Practical Nursing Program attendance requirements enable students to cultivate this desirable behavior that can be transferred to the employment setting. To reinforce the development of this behavior, the following attendance procedures are established:

1. Classroom attendance is expected. Attendance consists of arriving punctually and actively engaging in class activities during class time. The attendance policy in courses is determined by the instructional faculty for that course. Students are responsible for the entire content. Students are to problem-solve and take responsibility for any missed classroom content or materials. The individual syllabus reflects the necessary requirements for attendance to successfully meet the learning outcomes in each course.



2. In courses with a lab component, attendance is expected. Attendance consists of arriving punctually and actively engaging in class activities during class time. The attendance policy in courses is determined by the instructional faculty for that course. Students are responsible for the entire content. Students are to problem-solve and take responsibility for any missed laboratory content or materials. The individual syllabus reflects the necessary requirements for attendance to successfully meet the learning outcomes in each course.
3. In clinical courses NURS 1420 and NURS 1521, attendance for the full scheduled clinical day is **mandatory**. This includes on-site and off-site clinical experiences. Attendance consists of arriving punctually, being present on the premises of the facility for the full day, actively engaging in clinical activities, and adhering to the facility's practices of arrival and departure, including client handoff or reporting protocols. The individual syllabus reflects the specific requirements for attendance and punctuality that successfully meet the learning outcomes in each clinical course and clinical rotation. Absences jeopardize successful achievement of the course learning outcomes and can result in an unsatisfactory grade for the course as well as impacting student eligibility for progression in the program. An agreement of understanding is signed by students in the form of a contract verifying these clinical attendance requirements.
  - a. **Attendance for Clinical is crucial for student success. Time missed from on-site and off-site clinical experiences results in a loss of course points.** This deficit jeopardizes successful achievement of the course learning outcomes and can result in an unsatisfactory grade for the course as well as impacting student eligibility for progression in the program.
  - b. It is the belief of the Practical Nursing Program that the notification of absence is fundamental to professional accountability. In the rare instance of an absence of the clinical day, the individual student is responsible to notify the clinical course instructor directly by phone at least one (1) hour before the clinical day begins. Any other notification, including notification via another student, is not acceptable. Instructors will include in their syllabus the appropriate protocol for when and how to notify the clinical instructor. A student who chooses not to attend clinical without notification or fails to return after a scheduled break, including during observational experiences, is assigned a grade of F in the clinical course. This is considered a **no-call, no-show** and is a failure of professionalism, ethics, and courtesy.
  - c. Satisfactory clinical progress requires the student to report to the clinical area at the designated time and to complete the entire clinical day. Since clinical sites rotate, it is the student's responsibility to ensure their correct schedule and to obtain any necessary directions/specifics in advance of the clinical day. Students arriving after the designated clinical start time are assigned a loss of course points as defined in the syllabus for the course.
  - d. Due to the ongoing pandemic, students must prioritize patient safety. Respiratory-related illness is regarded as a potential case of Covid infection. Sick or potentially exposed individuals should stay at home without fear of reprisals. All efforts are made by faculty to preserve student progress and to make up missed material

within an appropriate time frame. As part of adherence to public health protocols meant to mitigate the spread of COVID-19:

- Anyone feeling ill must stay home and refrain from attending clinical. Instructors and the clinical coordinator must be notified, and, in most circumstances, students will need to provide a negative Covid screening from a third-party vendor to return to class, campus, or clinical.
- Students should not attend clinical nor come onto campus if they are waiting for results of COVID testing that occurred because the student had symptoms that initiated the test.
- Updated guidelines are distributed to nursing students each semester or as conditions change.

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## **Pre-existing Health Conditions**

Students with pre-existing medical/physical restrictions must supply documentation from a healthcare provider describing the limits. This is submitted to the Clinical Coordinator. Some physical limitations may affect the student's ability to participate in clinical experiences.

## **Permission to Return to Classroom/Clinical**

Students who experience a significant change in their health status such as illness, surgery, childbirth, or injury that affects their physical or mental ability are required to notify faculty and submit the Medical Permission to Return to Classroom/ Clinical Form. This form must be signed and stamped by the student's healthcare provider who verifies that the student has the functional abilities to safely perform nursing care throughout the duration of the clinical day.

*Attendance policies reviewed 10/19*

## **Policies Related to Experiential Learning Environments**

### **Assumption of Risk**

Experiential Learning (clinical rotations, supervised practice, or observations) are a required component of the practical nursing academic program. These experiences occur in settings where students interact with patients, clinical staff, and fellow students. Students are required to adhere to instructor instructions, facility protocols, and program-specific information relating to personal conduct in the nursing skills laboratory or simulation setting and at clinical sites.

Sites selected for students' laboratory and clinical experiences, including the nursing skills or simulation labs, are required to take reasonable and appropriate measures to protect students' health and safety including education, environmental controls, and access to appropriate personal protective equipment (PPE). Even with such measures, there are risks inherent in the skills laboratory and clinical experiences. Participating in these experiences may expose the student to these risks, and these risks cannot be eliminated. Participation in the skills lab and in clinical represents an acknowledgement and acceptance of these risks.

Potential risks include, but are not limited to:

- Exposure to infectious diseases through blood, body fluids, droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards, such as offensive, inappropriate, or dangerous conduct by patients

Students who believe they have experienced a potential exposure to these noted risks have the responsibility to report the exposure immediately according to the organization's protocol and to the clinical or lab faculty member.

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### **Clinical Site Policy for Medication Administration**

The Anoka Technical College Practical Nursing faculty is committed to safe medication administration. To ensure safe and accurate patient care during clinical experiences that include medication administration, the student nurse is required to adhere to the following guideline:

- Faculty observation is required to supervise students throughout the medication administration process. This policy requires Anoka Technical faculty to be present for all administration of medications at the clinical site. Under no circumstances will Anoka Technical College nursing students give medications without the faculty present. Failure to adhere to this policy results in an automatic failure of the clinical course.

### **Adherence to Clinical Requirements for Health and Attire**

The Anoka Technical College Practical Nursing program partners with the data management system [Castle Branch](#) to verify that students in the nursing program comply with the requirements detailed in the college's affiliation agreements with clinical sites. These affiliation agreements require students to complete the requirements outlined in the ATC PN Student handbook (Cardiopulmonary resuscitation [CPR] and Minnesota Department of Human Services background study) and to document the specified immunizations and tuberculosis (TB) screening as recommended by the Minnesota Department of Health TB Prevention and Control Program. Specific immunization requirements are provided by the Anoka Technical College Practical Nursing department. In accordance with our clinical agreements, all students provide documentation of these requirements. This information must be submitted to the data management system Castle Branch by the specified, published date.

Students are considered out of compliance if complete records are not updated/ submitted by the published deadline. Students who do not submit complete documentation through the Castle Branch portal by the published deadline have point deductions in NURS 1420 beginning with the first late day and are subsequently

restricted from attendance at a clinical site. Students who are not in compliance in NURS 1521 are ineligible to attend the first clinical day, resulting in a loss of course points. Students who cannot attend at the clinical site due to non-compliance jeopardize their eligibility to progress in clinical courses and the nursing program.

It is recognized that a student may conscientiously object to receiving immunizations for personal reasons; however, clinical facilities have the right to deny access to clinical opportunities to any non-immunized student. The Nursing Program does not guarantee an alternative facility placement. If no alternative facility placement is available, the student is ineligible to continue in the Nursing Program.

<b>Clinical Affiliation Agreement Requirements</b>	
1.	Completed immunization form signed by HCP (submitted at admission) and verification for all immunizations declared on the form; any outstanding immunizations addressed
2.	Seasonal flu vaccine
3.	Tuberculosis screening: Test with negative results (2-step skin test or blood test) or negative chest x-ray result
4.	Covid vaccine: Both doses of a two-dose primary vaccine series or single dose of a 1 dose vaccine <b>and</b> one booster dose of a vaccine. Further booster doses could be required.
5.	Minnesota Department of Human Services background study approval
6.	CPR, current. Online certifications do not meet this requirement. <ul style="list-style-type: none"> <li>• American Heart Association BLS Provider OR</li> <li>• American Red Cross Basic Life Support /HeartCode BLS</li> </ul>

*Health insurance is strongly encouraged.*

*Requirements subject to change as clinical agreements may be modified by the facility or the PN program at any time*

*Revised 9/22*

## **Student Uniform Requirements**

Students present themselves at clinical facilities in professional attire. The complete uniform includes:

1. Uniform: Uniform must be SCRUBS, no variation.
  - **Top:** Tan or khaki. Optional tan or khaki scrub jacket. A solid, pattern-free black, tan or khaki, or white shirt may be worn under scrub top.
  - **Pants or Skirt:** Black. Pants or skirt may not touch the ground in length. Skirt should be knee-length or below.
  - **Appearance:** Uniform must be clean and pressed. Uniform top and bottom must be free of fraying at seams and bottom.
2. Religious, cultural, or medical head coverings are acceptable in a neutral, non-patterned fabric, preferably white, tan, or black.
3. Name tag/College Student ID (available from the college).
4. White or black socks.
5. Clean white or black nursing or sport shoes. No clogs, open-back shoes, canvas shoes, or open-toed shoes.
6. Bandage scissors\*
7. Analog watch with second hand (*not* a digital/smart watch)\*
8. Black pen\*
9. Stethoscope\*
10. Transfer belt (supplied in the nurse pack).

\*Supplied by the student

## **Professional Attire and Etiquette**

Rules for wearing of the student uniform are:

1. Students are expected to wear their uniform whenever they are in the clinical area. Students are not to wear the uniform in public places that are not part of their clinical experience. This includes Anoka Tech lab classes.
2. College ID name tag must be visible and front-facing fastened to uniform with college-supplied clip.
3. Undergarments required and should not be visible through uniform.
4. Hair must be neat and clean and kept away from the face. Long hair must be worn up, tied back, or braided anytime in uniform, with no decorative hair accessories. Students with facial hair must be either clean-shaven or with beard or mustache neatly and closely trimmed. Clinical facilities may have additional requirements that are enforced.
5. Only minimal makeup and no perfume may be worn while in the clinical area. Because of close contact with patients, personal hygiene is very important for nurses. Daily baths, application of deodorant, and daily mouth hygiene ensure a professional presentation.
6. Earrings must be small in appearance. No large or dangling styles allowed. Ear gauges must be flesh-toned or clear and fully enclosed. Clinical facilities may have additional requirements that are enforced.
7. The only additional jewelry permissible to be worn in the clinical area is engagement/wedding rings, medical I.D. bracelets, and nurse's watch. Exceptions to the jewelry policy should be addressed with the clinical coordinator prior to clinical experiences.
8. Students are not allowed to chew gum.
9. Smoking is allowed only in designated areas at clinical sites. Facility policy is strictly enforced. Students may not have an odor of smoke on their hair, body or uniform.
10. Keep fingernails clean and short. No nail polish. No artificial nails may be worn.
11. Students are to avoid sitting on the floor or sitting on their shoes.

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Faculty reserves the right to dismiss a student from the clinical setting if not in compliance with the student uniform/professional attire and etiquette requirements. This counts as a clinical absence.

## **Policies on Student Conduct**

### **Anoka Technical College Policy on Student Conduct**

*The complete College policy on Student Conduct is found in the ATC Student Handbook.*

Anoka Technical College students are obligated to adhere to a set of principles that preserve integrity and professional conduct. Please refer to the Anoka Technical College Student Handbook's *Code of Conduct* Policy designed to explain the rights and responsibilities inherent in membership in the Anoka Technical College community.

The Practical Nursing Department expects students to demonstrate the interpersonal skills, positive attitude, and behavior consistent with professional nursing practice. Moreover, nursing is a profession that considers personal integrity and honesty as essential attributes.

### **Practical Nursing Program Policy on Student Conduct (non-academic)**

The Practical Nursing program at Anoka Technical College has an obligation to graduate students who provide safe, competent nursing care and uphold the ethical principles of the profession of nursing. Students enrolled in the practical nursing program at Anoka Technical College accept the professional, ethical, and legal responsibilities credited to the profession of nursing. This requires the nursing student to understand the scope and applicable standards of nursing practice to meet the client needs and the relevant federal (e.g. Health Insurance Portability and Accountability Act ([HIPAA](#)), state (e.g. [Minnesota Nurse Practice Act](#)), and local laws in accordance with the clinical setting and college's institutional policies and procedures.

Nursing is a profession that is committed to evidence-based practices that preserve the welfare and safety of all individuals and promote respect for human rights, values, and personal choices of beliefs. The faculty expects socially responsible, respectful, and non-discriminatory behavior and does not condone actions that are perceived as threatening, uncivil, or unsafe to patients or others. It is the faculty's expectation that students promote a positive public image of nursing. The National Student Nurses' Association [Code of Ethics](#) (2020) provides guidance for nursing students in the personal development of an ethical foundation.

Maintaining and protecting the dignity and safety of patients is the foremost priority in the provision of nursing care. It is also expected that students will act with concern for the physical and emotional well-being of others. The following are examples of unprofessional/unethical behavior judged to be unacceptable for the practical nursing student at Anoka Technical College. These behaviors include, but are not limited to:

1. Failing to report errors or omissions in patient care, including written or verbal clinical data (e.g. medication error).
2. Endangering or creating unnecessary risk to a patient through abuse or neglect by failing to provide care necessary for patient safety
3. Theft from patients, clinical settings, the college, or fellow students.
4. Sharing confidential information with unauthorized persons (Health Insurance Portability and Accountability Act, [HIPAA](#)). Confidential information related to patients, patients' families or visitors, college or clinical facility staff, class or clinical situations should never be discussed in any form online. Information gained through the nurse-patient relationship is never shared or posted on social networking sites. The personal exchange of information between students and patients or their families is prohibited.
5. Sharing confidential information related to patients, patient's families or visitors, college or clinical facility staff, fellow classmates or clinical /simulation situations in any form, online or outside of the therapeutic environment or classroom.
6. Removing any facility documents or client chart information from the clinical area.
7. Falsifying, altering, or counterfeiting official documents, including client health records, student attendance or sign-in records, or student signed attestations.

8. Fabricating or falsifying information related to or associated with student activity or responsibilities when operating as an Anoka Technical Nursing Student, including the documentation of clinical requirements or screening protocols.
9. Reporting to campus or the clinical setting while under the influence of alcohol or a controlled substance which affects alertness, coordination, reaction, response, judgment, decision-making, or safety, except as prescribed by a healthcare provider, and, in accordance with the clinical facility policy. Students having valid reasons for using healthcare provider- prescribed controlled substances that may affect their ability to perform or participate in class, clinical, or lab must report the use to their instructors and provide documentation from their healthcare provider upon request from the College (*ATC policy*).
10. Failing to respect appropriate professional boundaries in interactions with patients, patients' family members, faculty, and/or the health care team.
11. Neglecting reporting/handoff communication protocols of the facility, jeopardizing patient safety.
12. Video-recording, audio-recording, or photographing an instructor, staff, or fellow student for personal or social media use without the express permission of the instructor, staff, or fellow student. At NO time shall patients/clients be video/audio-recorded or photographed.
13. Disrupting or intimidating others with aggressive behaviors or addressing others with disrespect through verbal or written communication, including uncooperative or defiant approaches to problem-solving with peers, faculty, or others in the college or clinical setting.
14. Engaging in profane language, name calling, yelling/shouting, or negative verbal attacks which are personal and go beyond the bounds of fair professional comment or indicate a loss of emotional control.
15. Perpetuating harassment or discrimination of others in the clinical or campus setting

If patient safety or confidentiality is compromised or student behavior negatively impacts the care of patients, nursing faculty has the discretion and authority to dismiss a student from the clinical setting.

If a student engages in any of these unprofessional/ unethical/illegal behaviors directed toward peers, faculty, patients, patients' family members, health team members, and/or others in any clinical or college setting, it may result in sanctions up to and including failure of the course and dismissal from the program.

If infractions of the attendance policy or student conduct policies occur or if student progress at clinical reflects sub-optimal performance, a Student Academic Success Plan (SASP) may be initiated by the instructor. Not meeting the criteria described in the plan jeopardizes student progress in the course.

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### **Practical Nursing Program Policy on Academic Misconduct**

Academic integrity is the responsibility to practice honesty, truthfulness, and accountability in all intellectual efforts. Academic misconduct is defined in the Anoka Technical College Student Code of Conduct. Academic misconduct generally refers to behavior where an individual cheats, plagiarizes, or otherwise falsely represents someone else's work as his or her own.

Examples of academic misconduct include, but are by no means limited to:

- Acquiring answers or information from any unauthorized source in completing an examination or assignment. This includes looking at another student's exam, using unauthorized materials in an evaluative situation, using unauthorized or unoriginal materials in the submission of work, attempting to receive credit for work performed by another, and collaborating with other students contrary to the requirements of the course or when the assignment is to be completed individually. All assignments are completed individually unless the instructor indicates otherwise.
- Sharing, submitting, and handling exams or assignments improperly. This includes impersonating another student in an evaluative situation or permitting another student to impersonate oneself, assuming another's identity within online environments, submitting previously graded work from another course or when re-taking the same course, knowingly using, buying, selling, stealing, or transporting the contents of a test or assignment unauthorized for release, intentionally soliciting, receiving, copying, distributing in any form, or possessing information/answers from an exam or assignment, requesting or coercing any other person to supply or share information regarding course materials from a prior or current semester, posting unauthorized material such as quizzes/ tests/assignments online, or tampering with graded work.

Complicity with another student in an act of academic dishonesty or an attempt of academic dishonesty includes students who participate in the improper sharing of course materials, tests, or assignments by providing material or other assistance to another student with the knowledge that such aid is prohibited as described above. Both the Anoka Technical College Student Code of Academic Conduct and the individual syllabus of an instructor further define examples of academic misconduct. If a faculty member determines that a student has committed academic misconduct, the student is informed of the consequences as outlined in the course syllabus and in the practical nursing department policy (*ATC Code of Conduct*)

Any engagement in academic misconduct results in sanctions up to and including failure of the course and dismissal from the program. Those dismissed from the PN program for violations of the Academic Misconduct policy are ineligible for readmission to the practical nursing program. Students who desire recourse must follow the established College policy and procedure.

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## **Anoka Technical College Policy for Student Complaints, Academic Grade Appeals**

Students who desire recourse for complaints follow the College policy for Student Complaints Process or the Academic Grade Appeal policy. Those procedures are found in the student handbook and on the College [Policies and Procedures](#) page. The policies are as follows:



## **Student Complaint Process:**

### **Chapter 3: Academic Affairs Procedure [3.12: Student Complaint Process](#)**

*Revised: April 2015*

#### **STUDENT INFORMAL COMPLAINT PROCESS**

This process is in place so that a student can voice their issue or concern to the college, without the expectation of formal action. All complaints should be filed by an individual student.

If the complaint involves any of the following, the Informal Student Complaint Procedure should not be used. Refer to the appropriate policies and procedures:

- Grade Appeal – See Academic Grade Appeal
- Discrimination and Harassment – See Nondiscrimination in Employment and Education Opportunity Policy

#### **Support**

Assistance with the informal report and resolution process is available in the Counseling office.

#### **Part 1. Complaints**

##### **Subpart A. Student Complaint Process**

- 1) A student is encouraged to discuss a complaint with the involved employee prior to submitting a complaint.
- 2) A student may submit a written complaint using the Informal Student Complaint Form to the Dean of Student Affairs in order to share his/her concern with the college. The Dean of Student Affairs will provide a copy of the complaint to the supervisor of the employee involved in the complaint, which will be shared with the employee.
- 3) The student should retain a copy of any submitted Informal Student Complaint Forms and all related documentation for his/her records. A copy of this form and all related documentation will be retained by the Dean of Student Affairs.

##### **Subpart B. Student Complaint Time Frames**

A student may submit a student complaint form at any time. The student is asked to state any date(s) related to the complaint on the Informal Student Complaint Form to ensure a better understanding of the student's concern.

#### **Retaliation Prohibited**

No retaliation of any kind shall be taken against a student for participating in or refusing to participate, in a complaint process. Retaliation may be subject to action under appropriate student or employee policies.

##### **Part C. Recordkeeping**

The designated Student Affairs staff member shall keep copies of all submitted forms and related documentation for recordkeeping. These records shall be periodically reviewed to determine trends or patterns that would be addressed as part of a quality improvement process.

## STUDENT FORMAL COMPLAINT PROCESS

Any student who believes he/she has a valid complaint regarding an employee of the college will be afforded due process and must follow the established procedure. All complaints must be filed within 30 days of the day the incident occurred.

When a student believes a valid complaint should be registered against any employee of the college, the following steps should be taken in the order indicated:

1. The student is advised to make an appointment with the employee and explain the nature of the complaint and the reason for this belief. a. The employee involved and the student should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings will be resolved at this level.
2. If the student and employee are not able to reach a satisfactory agreement, the student may, no later than ten (10) school days after the meeting with the employee, request that a counselor arrange a meeting with the student, the employee and the counselor to attempt to resolve the issue. The student shall complete a **Student Formal Complaint Form** (available at [www.AnokaTech.edu/studentcomplaintform](http://www.AnokaTech.edu/studentcomplaintform)), outlining the nature of the complaint, and submit copies to the counselor and the employee prior to the meeting. The counselor will schedule the meeting within an appropriate timeframe after receiving the student request.
3. Should the issue be unresolved or no agreement be reached, the student may appeal, in writing to the appropriate administrator, no later than five school days after the meeting with the counselor and employee. The appropriate administrator will then call a meeting of the employee, the student, and the counselor to attempt to resolve the problem within an acceptable timeframe after receiving the student appeal request.
4. Should the issue still be unresolved or no agreement be reached, the student may appeal, in writing, no later than five school days after the meeting to the appropriate Vice President. The appropriate Vice President shall notify the student of his/her decision, in writing, within ten (10) days after receiving the student appeal request. The decision of the appropriate Vice President is final.

**NOTE:** In this procedure, all parties involved shall keep written records of the time, date, and other pertinent facts relating to the nature of conferences in which they are involved.

### Make/Resolve a Complaint

**NOTE:** All processes are subject to the time limits as listed within this policy. The college encourages informal resolution of complaints through the student discussing the complaint with the employee(s) and/or administrators with whom the complaint exists. If not resolved through this informal discussion, a formal written complaint may be filed. Exceptions to this may include Discrimination and Harassment (1.B.1) or Sexual Violence (1.B.3) allegations. If a complaint cannot be resolved at the college level, you may contact the Minnesota Office of Higher Education. If you reside in another state, you may contact your local state agency for further information.

## **Academic Grade Appeals:**

### **Policy Number [3.9](#) : Academic Grade Appeal Policy**

*Revised: 05/2015*

*Repealed Student Academic Due Process replaced with Academic Grade Appeal*

Anoka Technical College recognizes the long-standing and widely accepted practice that the individual classroom instructor is the final authority in evaluating student performance in his/her courses. The grade appeal process is not intended to grade or re-grade individual assignments or projects, but rather to determine if the grade was assigned in an accurate and consistent manner. Faculty members have the right to establish individual standards and approaches to grading consistent with the principles of academic freedom. It follows that this right brings with it a responsibility to provide students with a clearly stated course grading policy, and be fair and consistent in applying this policy. This also means the student has a right to receive from an instructor an explanation of any grade received.

The student bears the burden of proving sufficient evidence existed, which may warrant a grade change such as proof of calculation error or omission, arbitrariness or bias.

### **Procedure [3.9.1](#): Academic Grade Appeal Procedure**

#### **Informal Appeal**

The student has the responsibility to discuss disagreements with the instructor who assigned the grade. It is expected that the grade dispute will be resolved at this step.

#### **Formal Appeal**

After a student has informally attempted to resolve the grading issues with the instructor, a student may appeal a final course grade by following these steps in order:

1. Student may file a formal grade appeal in writing by using a Formal Grade Appeal Form which you can find in the Office of Records and Registration or at [www.AnokaTech.edu/gradeappealform](http://www.AnokaTech.edu/gradeappealform). This form must be submitted within 30 days after the term posting date to the Office of Records and Registration.
2. The Office of Records and Registration will forward the appeal to the appropriate Academic Dean for consideration.
3. The Dean will discuss the issue with the student and the faculty member(s) to gather information and attempt to resolve the issue as appropriate.
4. The Dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision.
5. The student may appeal the Dean's decision by writing to the Chief Academic Officer, if there is additional relevant information that supports the appeal.

## **College Activities**

### **Student Senate**

Students are encouraged to become active participants in the Anoka Technical College Student Senate.

## Advisory Committee

Program advisory committees are designed to provide guidance and gather advice on program design and operation. The primary purpose of the advisory committee is to review and advise on curriculum. The Practical Nursing Program Advisory Committee meets up to two times each year. A student representative is elected by fellow students each incoming new semester on a voluntary basis to participate in the Advisory Committee. The election takes place within Semester 1 students, and the student may continue in the role of representative throughout their tenure in the program and is encouraged to participate as a graduate of the program in the future. A description of the role expectations for a student representative is distributed to students prior to the election and is posted on the student communication board.

Minutes from the Advisory Committee meeting are posted on the nursing communication board and are accessible to students. The College policy on [Program Advisory Committees](#) is found on the College website.

## Student Services

ATC has established policies and procedures to handle violations in a timely manner. For harassment or discrimination, criminal acts, drug or alcohol violations, student conduct or academic honesty violations, safety procedures, please refer to the college student handbook found on the [Student Services](#) page.

## Military Service and Disabled Veterans

ATC is dedicated to assisting veterans and eligible family members in achieving their educational goals. Military members that are currently serving should advise their instructor of all regularly scheduled military training and duties that conflict with scheduled course requirements. Instructors work with the student to address issues that arise. For further information, refer to Minnesota State [Procedure 5.12.1](#) Military Service and Disabled Veterans.

If you are a service member or veteran, please contact the Office of Records and Registration at 763-576-7740 or [registrar@anokatech.edu](mailto:registrar@anokatech.edu) for information regarding education benefits.

Refer to the Anoka Technical College Student Handbook found on the [Student Services](#) page and the [College Policies and Procedures](#) for additional Anoka Technical College policies.

*The Practical Nursing program reserves the right to modify or update any statements contained in the handbook at any time*

PN Handbook Last Revised: 12/22

Reviewed by Minnesota State Office of General Counsel 4/22

*A member of the Minnesota State Colleges and Universities system.*

**This information is available in alternative formats by calling 763-433-1100. TTY users can call Minnesota Relay at 800-627-3529.**

**Anoka Technical College is an equal opportunity, affirmative action employer and educator.**