



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

**Spring 2026
PRACTICAL NURSING STUDENT HANDBOOK**

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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](#).

Nondiscrimination Policy: Minnesota State prohibits discrimination and harassment against persons in the terms and conditions of employment, personnel practices, or access to and participation in educational programs, services, and activities on the basis of membership or perceived membership in any of the following protected classes: race, sex (including pregnancy, child birth, and related medical conditions), color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, veteran status, familial status, and membership or activity in a local human rights commission. Protected class also includes genetic information for employees.

Minnesota State shall maintain and encourage full freedom of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit without intimidation, exploitation, or coercion. This policy is directed at conduct that constitutes discrimination or harassment under this policy and is not directed at the content of speech. In cases in which statements and other forms of expression are involved, Minnesota State must consider an individual's constitutionally protected right to free speech and academic freedom. However, discriminatory or harassing conduct is not within the protections of academic freedom or free speech.

This policy applies to all individuals affiliated with Minnesota State, including but not limited to, its students, employees, applicants, volunteers, agents, the Board of Trustees, and others as appropriate and protects the rights and privacy of all involved individuals, as well as prevents retaliation. Complaints of conduct by a student occurring at a location other than on system property, including online, are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Complaints of conduct by a system employee at locations other than system property, including online, are covered by this policy. Complaints of conduct on system

property, including online, by individuals who are not students or employees are subject to appropriate actions by Minnesota State, including but not limited to, pursuing civil action against them, referral to law enforcement, or pursuing a no trespass. Individuals who violate this policy will be subject to disciplinary or other corrective action. Allegations of conduct in violation of Policy 1B.1 may be submitted through the process identified in System Procedure 1B.1.1 Intervention and Resolution.

Anoka Technical College (ATC)	Degree Offered
Practical Nursing Program Address	Diploma in Practical Nursing
Practical Nursing Program	
Anoka Technical College	
1355 West Hwy. 10 Anoka, MN 55303	
Phone: 763-576-4700	

Clinical Partnerships	
Guardian Angels Care Center	400 Evans Ave NW Elk River, MN 55330
The Homestead at Anoka	3000 4th Ave Anoka, MN 55303
Benedictine Community Living	1101 Black Oak Drive New Brighton, MN 55112
Elim Wellspring	701 First Street Princeton, MN 55371
Multiple clinic and school district sites	

**Clinical Partnerships subject to change at any time*

Program Approval Status: Programs preparing people 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 55120 612-317-3000
Website: mn.gov/health-licensing-boards/nursing/ Email: 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

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

View the public information disclosed by ACEN regarding this program on the [ACEN website](#).

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 Anoka Technical College Practical Nursing program educates students to become entry-level practical nurses by earning 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.
5/23

Practical Nursing Program Outcomes

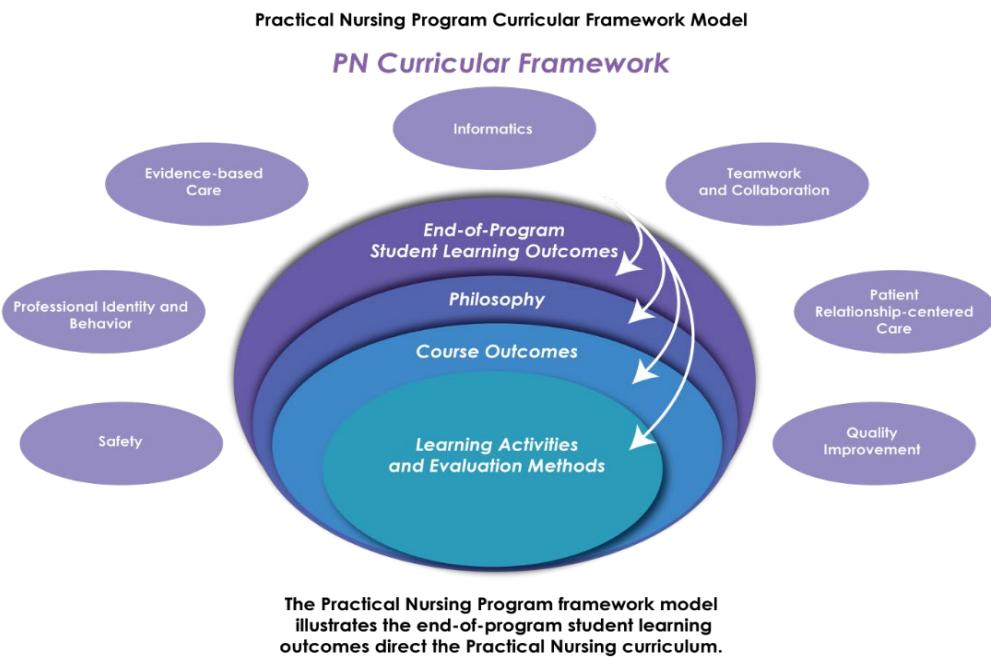
- 45% or greater of all NURS 1410 students who remain after the 4 day drop date will complete on-time, which is two semesters.
- 60% or greater of all NURS 1410 students who remain after the 4 day drop date will complete within 3 semesters, which is 150% of program length.
- graduate classes with an 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)
 - 80% or greater for first-time test-takers **OR**
 - 80% or greater for first-time test-takers and repeaters **OR**
 - At or above the national mean **AND**
 - above 75% to satisfy Board of Nursing requirements

- 80% or greater of ATC PN program graduates will be employed within 6 months of program completion as a Licensed Practical Nurse as determined by the Office of Institutional Effectiveness Graduate Follow-up Survey.

Revised 11/25

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 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 (2023) 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 (2012) 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 nursing discipline, 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 program curriculum incorporates principles of adult learning (Knowles, Holton, Swanson, & Robinson, 2020). Learning experiences in the classroom, skills and simulation laboratory, and clinical practice environments are designed to reinforce the acquisition of knowledge and skills through interactive, collaborative methods. According to Knowles (2020), adults bring valuable life perspectives that can be used to support new learning, provide quality improvement, and solve problems.

Further, the faculty recognizes diversity, inclusion, and equity as integral to nursing education in the preparation of the practical nurse as a provider of culturally informed health care to diverse

populations. In support of Minnesota State's statement of equity and inclusion, the ATC Building Bridges plan, and Goal 3 of the Anoka Technical College Strategic Plan, the practical nursing program faculty affirm the unique identities and lived experiences of our students. We strive to create an inclusive and accessible learning environment that prioritizes mutual dignity and respect, welcomes diverse perspectives, and is dedicated to supporting actions that promote student achievement of their academic goals. Our desired outcome is competent entry-level graduates who become nurses who are self-aware, reflective learners that acknowledge and advocate for improved health outcomes for all individuals (Minnesota State, 2023; Anoka Technical College, 2022a; Anoka Technical College, 2022b).

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 ensure 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 10/23*

End-of-Program Student Learning Outcomes

Consistent with the standards that define nursing practice, the outcome of Anoka Technical College's Practical Nursing Program is a graduate who can:

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 concept: 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 1/23; Advisory Board, 5/23*

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, 2023; NLN, 2012; Dickison, Haerling, & Lasater, 2019). **Essential to this concept** is (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, 2023; Dickison, Haerling, & Lasater, 2019); (3) Implementing evidence-based interventions that are delegated, ordered, or prescribed by a licensed health care provider (MBON, 2014); and (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, enhances communication among members of the healthcare team, and reinforces the safety of patient care (ANA, 2022). **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 (ANA, 2022).
- **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 cultural humility, awareness, and sensitivity that enhances patient empowerment and positive patient outcomes, establishes a therapeutic relationship, identifies health behaviors, social/economic conditions, and physical environment factors that impact health and wellness, 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, 2023; Dickison, Haerling, & Lasater, 2019; Anoka Technical College, 2022a; Anoka Technical College, 2022b, CDC, 2024).
- **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. (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, 2014).
- **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, 2023). **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, 2023).

- **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, 2019; The Joint Commission, 2024).
- **Teamwork and Collaboration:** 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, 2023; NLN, 2014; NCSBN, 2023). **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, 2023). *Adapted with permission from the Minnesota State PN Curriculum project, HealthForce MN (2014) Reviewed by faculty 10/23*

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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. An additional charge is attached to NURS 1420.

Name Tags: Anoka Technical College picture ID tags are required by the college. There is an additional charge assessed. These are obtained in the Academic Resource Center (library).

Admission and Graduation Information: Students are enrolled as a practical nursing diploma 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 admits cohorts fall and spring semesters. An annual all-college graduation date is set by the college and is held at the end of spring semester. Students graduating within the academic year, including fall semester, are invited to participate in the spring ceremony.

Student Technology Requirements: It is the responsibility of every student, faculty, staff and guest to comply with 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 with 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 student 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 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. Any use of technology that degrades the learning environment or promotes dishonesty may be prohibited by the instructor. Faculty members have the right to instruct students to turn off devices and place those devices in secure places in any class, lab, or clinical setting.

Star ID: Star ID and 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 for checking 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, Microsoft Excel, Power Point/Power Point Viewer, and Acrobat Reader. All written assignments that are electronically submitted must be in a compatible format.

Brightspace/Desire2Learn (D2L): This is the web-based learning management system used by Minnesota State and Anoka Technical College. All NURS courses have a Brightspace/D2L component. Brightspace/D2L is the primary method for delivering class news, content, and assignments. In addition, students may be expected to participate in web-based learning activities or to access activities posted online within D2L. 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.

DISA Healthcare Technology: Students create an account via a specific portal for Anoka Tech nursing students. Information is distributed during the beginning of the first semester. Please wait for this information to be sure you are registering for an account in the portal.

Operating System Requirements:

- Computer/tablet: Windows/Mac/Linux operating system
- Browsers: IE 11 or higher, Edge 13 or higher, Firefox 43 or higher, Chrome 45 or higher, Safari 9 or higher, Opera 34 or higher, iOS Safari 8.4 or higher, Android Browser 4.4 or higher, Chrome for Android 47 or higher

EHRgo: The access information will be disbursed during the first week of classes. EHRgo is currently not supported on smartphones.

Operating system Requirements:

- Any computer or browser availability
- EHR Go may be on mobile devices that are 7" or larger and a minimum resolution of 1024x768. This includes iPad®, iPad Mini®, Samsung Galaxy Tab®, Google Nexus 9®, and more.

Kaltura/MediaSpace: A cloud-based web service developed by **Kaltura** which facilitates the conversion and distribution of various audio and video media formats. This service is offered to the MinnState community at no cost. Students may be required to upload media content to the MediaSpace server for certain courses. Once uploaded, MediaSpace provides links and embed codes that students can use to share media with the instructor of the course or fellow students. All media that students upload to MediaSpace is "private" unless the student chooses to share the link with instructors or other students. The student has full control of these recordings and can delete them once they are no longer necessary.

- Kaltura MediaSpace: <https://mediaspace.minnstate.edu>

Respondus Lockdown Browser: Students download and install this application on a personal or college-owned computer. Respondus LockDown Browser prevents students from accessing other websites or applications during an exam or quiz.

Operating System Requirements:

- Windows: 11 and 10: 75 MB permanent space on the hard drive
- Mac: macOS 11 to 15+ · iOS: 12.0+ (iPad only). Must have compatible LMS integration. 120 MB permanent space on the hard drive

uWorld: The fee for this product is attached to NURS 1500. Students complete UWorld's registration process to subscribe to and use the services. Students choose a password and are responsible for maintaining the confidentiality of the account. Students have the right to use and access the licensed materials for the courses and materials for the duration of the subscription period.

Operating System Requirements:

- Microsoft: Windows 7 or higher (8, 10 etc. excluding Windows RT) with administrator privileges and English as Input and Display Language, Minimum Pentium IV 1.5 GHz speed processor, Minimum of 4 GB of RAM, Stable high-speed internet connection, Edge or Firefox v60.0 or Google Chrome v60.0 or higher versions (browser must have JavaScript and cookies enabled), Minimum screen resolution of 1280x800
- Apple Mac OS: Macintosh OS X 10.9.x or higher (10.9.x, 10.10.x, 10.11.x, 10.12.x) with administrator privileges and English as Input and Display Language, Minimum 1.5 GHz speed processor, at least 4 GB of RAM, Stable high-speed internet connection, Safari v10.0 or Firefox v60.0 or Google Chrome v60.0 or higher versions (browser must have JavaScript and cookies enabled), Minimum screen resolution of 1280x800
- Chromebook: Chrome OS (v90.0 or above), minimum 1.5 GHz processor, minimum of 8 GB of RAM, Stable high speed internet connection, Google Chrome (latest browser version), minimum screen resolution of 1366x768

Loaner Equipment: Current & enrolled students are eligible to check out equipment to support their learning. Equipment available to students includes either a Chromebook and/or laptop. This is a first come, first served service. Please notify information technology if you need a loaner device. 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 technological support to students, faculty, and staff. Ways to receive technological support:

- D2L Questions: d2lhelpdesk@anokatech.edu
- Help Desk (ATC): IT.Helpdesk@anokatech.edu
- Phone Support: 763-433-1510
- Service Portal: <https://services.anokatech.edu>

Additional Course Charges

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

- a. Mandatory fees in statute or policy are 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 are valued outside of the classroom.

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

Course	Rationale for the additional charges
NURS 1405	Supplies for lab and individual practice use
NURS 1420	Liability insurance, background study*, Document Management System
NURS 1515	Supplies for lab and individual practice use
NURS 1500	NCLEX preparation resources

**Students are responsible for fingerprinting fees associated with the background study process if requested by DHS.*

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.

Although the use of marijuana (cannabis) is legal for those 21 years old and older in Minnesota in their private residence, the possession and/or use of marijuana remains illegal under federal law, including the [Drug-Free Schools and Communities Act](#), [Controlled Substances Act](#) and the [Campus Security Act](#), and is prohibited under Minnesota State [Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus](#) and [Anoka Technical College policy 1A.8](#). Therefore, marijuana continues to be prohibited while a student is on college owned or controlled property or any function controlled or authorized by the college, such as clinical learning environments. In accordance with federal regulations, 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 are 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 permanent or temporary disabilities 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 accommodation early to ensure that accommodation can be arranged as appropriate. The Practical Nursing program upholds the Minnesota State and Anoka Technical College policy regarding reasonable accommodation.

Responsibility for Health Care Costs: Health care costs incurred during the time that a student is in the Nursing Program are the student's responsibility. Students are strongly encouraged to carry healthcare 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 learning environments. To provide this experience, Anoka Technical College clinical sites are 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 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 Minnesota Department of Human Services. The background study involves checking an individual's name and fingerprints against criminal, government, and social services databases, including the Minnesota Court Information System and the national crime information database. An individual who is unable to pass the background study is disqualified from participating at a clinical site. If, because of the background study, the student is disqualified from direct contact, the facility will decline student participation in its clinical experience program. Additionally, if students refuse to cooperate in the criminal background study, the clinical facility will decline 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. Minnesota Department of Human Services regulations regarding background studies are accessed here: [Minnesota statutes](#).

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 respiratory illness and other communicable infectious diseases. These guidelines may include health screening

protocols, COVID testing, physical distancing, and personal protective equipment such as face shields, goggles and/or masks. Our clinical partners may enforce such measures for their facilities and operations. Students are expected to adhere to safety protocols while on campus and with those of our clinical partners when in their settings. These protocols may change at any time, and students are required to comply with new mandates as they evolve.

Anoka Technical College is committed to decision-making that prioritizes community safety. Any student presenting with fever and/or respiratory symptoms will be unable to attend the clinical experience. Please communicate with your instructor and Clinical/Sim Coordinator with any missed clinical time due to illness.

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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 a direct impact on their wellbeing and academic success.

Community Resources are listed on the Student Basic Needs Resources 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 be found on the Basic Needs Resources webpage under Food Resources.

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.

Tutoring Services are offered to all students attending Anoka Technical College are welcome to take advantage of our peer tutoring services offered on campus and 24/7 online access to Tutor.com in D2L.

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 is located in Policy 2.12.

Informed Consent: Clinical facilities impose specific requirements regarding people 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 by 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 [DISA Healthcare Technology](#) to manage students' clinical 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 DISA Healthcare Technology account is created. The DISA Healthcare Technology repository operates in compliance with industry-best standards in protecting personally identifiable information and is accredited by the Professional Background Screening Association (PBSA). Data is password-protected and may be accessed by the individual student and ATC nursing faculty and/or lab assistant during the time when the individual is a current student in the practical nursing program.

Students are also required to submit documents to an additional data management system, NETStudy 2.0, for Minnesota background studies. NETStudy uses fingerprint-based criminal record check and reviews information from the Minnesota Court Information System and the national crime information database. This data is password-protected. The Practical Nursing Program Director and one designated employee in the ATC Registration office have access to the data results. Students sign written permission to release this information in these 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. Student records maintained include six signed documents: (1) Informed Consent/Authorization to Release Student Data; (2) Student Works Consent Form; (3) Confidentiality of information with audio, visual and digital recording in simulation; and (4) Contract of Understanding: Acknowledgement of Receipt of Practical Nursing Student Handbook; (5) Acknowledgement of Course Progression, Attendance, and Medication Administration Policy; (6) Performance Standards Form. Other documents include clinical evaluations tools and if necessary, Student Academic Success Plan documents. 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 Anoka Technical College. *Reviewed by Registrar 3/23, Faculty 5/25*

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 the nursing faculty. Recordings are automatically deleted after one month. No commercial use of the audiovisual recordings can be made without written permission of all students involved.

If used: Through the remote exam proctoring product Respondus Lockdown Monitor 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. If 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 open nursing lab, Room 213.
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">Ability to understand the context of situations, make logical decisions and request assistance as needed.Organize workload to manage time effectively and prioritize the delivery of client care.Ability to recognize and report changes in client's condition to registered nurse or instructor.Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes.Ongoing demonstration of skills mastery while integrating new information.
Interpersonal Skills	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	<ul style="list-style-type: none">Maintain and protect client confidentiality and privacy.Establish professional relationships.Accept feedback and integrate new understanding into behavior.Display personal accountability, integrity, understanding that student behavior affects others.Practice the ability to assign tasks to other LPN's and unlicensed personnel.Promote a team-building environment.Provide safe effective care in a variety of cultural settings.Convey empathy, compassion and sensitivity in interactions and relationships.
Communication Skills	Communication skills sufficient for verbal and written professional interactions	<ul style="list-style-type: none">Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors, and members of the healthcare team.Accurately document nursing actions and client responses.Display the capacity to participate in successful conflict resolution and advocate for client rights and needs.

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

	honesty, responsibility, and tolerance	<ul style="list-style-type: none"> • Demonstrate professional accountability and ability to work in a hierarchical environment. • Demonstrate intent to follow the ANA Code of Ethics.
Environmental Stressors	Other considerations	<ul style="list-style-type: none"> • Ability to work with infectious agents and blood-borne pathogens. • Ability to work in an area with potential chemical and radiation hazards. • Ability to work with potential allergens such as latex. • Ability to work in areas of potential violence. • Ability to work in close proximity to others.
Other	Sensory	<ul style="list-style-type: none"> • Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.

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, 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.

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 Practical Nursing Program Director.
5. Transfer of credit must be 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 during the fall, spring, and summer semester. Clinical experiences are scheduled according to clinical site and faculty 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 following 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).

Readmitted 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 same semester or subsequent semester) 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 2.5 or greater, and must repeat all NURS courses. This 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)

Practical Nursing Readmission 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 in the same semester or two NURS courses in subsequent semesters) **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.

Policy

1. Students meet with the Practical Nursing Program Director to be considered for readmission status. A completed Readmission Request and Learning Plan Form are submitted at this meeting.
2. Students must meet the following eligibility criteria for readmittance:
 - a. Cumulative Anoka Tech GPA of 2.50 or greater
3. Student applications are reviewed based on criteria described on the readmission form.
 - a. Readmission is on a space-available basis only. Meeting eligibility requirements does not guarantee readmission to the program.
4. Students who request readmission to the program must comply with the program requirements in effect when they readmit to the program.

Procedure

1. Students complete the Practical Nursing Readmission Request and Learning Plan Form and submit it to the Practical Nursing Program Director.
2. The Readmission Request and Learning Plan is evaluated by the 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. When the Practical Nursing Program Director signs the Readmission Request and Learning Plan, the form is then sent to Enrollment Services. It is Enrollment Services that will notify the student of the acceptance to the nursing program. 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 practical nursing courses.

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.

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Practical Nursing Re-entry to the Program Policy and Procedure:

Re-entry is defined as:

- returning to the Practical Nursing program less than one year after successfully completing at least one NURS course before a break in nursing education for unusual or extenuating circumstances
- returning to Anoka Technical College after being ineligible to continue in the college due to unsatisfactory grades (unsuccessful in the same non-nursing course twice, applicable to MATH 1010).
- In absences longer than one year, the student does not meet the re-entry criteria and, instead, must pursue readmission. See the Re-admission Policy.

Policy

1. Students must meet with Practical Nursing Program Director to be considered for re-entry status. A completed application and a current transcript are submitted at this meeting.
2. Students must meet the following eligibility criteria for re-entry:
 - a. Cumulative GPA of 2.5 or greater
3. Student applications are reviewed based on criteria described in 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.
4. 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 program.

Procedure

1. Students complete the Practical Nursing Re-entry Request Form and submit it to the Practical Nursing Program Director. The form is completed during the preceding semester prior to the semester in which re-entry is being sought.
2. The Re-entry Request Form is evaluated by the 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.

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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).

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 the Practical Nursing Program Director 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).
 - a. Cumulative GPA of 2.5 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 the highest GPA.

Graduation/Completion of Program Requirements: All Anoka Technical College students seeking an Associate in Applied Science (AAS), diploma, or certificate must meet the grade point average (GPA) of 2.0 or higher. Refer to the Anoka Technical College Student Handbook and [College Graduation Policy 2.4](#). Additionally practical nursing students must:

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 study from the MN Department of Human Services.
5. Apply 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 C does not meet this requirement. 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. Instructor-graded work is not regraded per student request.

4. 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 a FW or a FN.
5. 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. A student may petition to repeat a course a third time by submitting an Academic Petition to the Dean of Academic Affairs following 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.
6. Failure to successfully complete a non-NURS course that is a program requirement (ENGL 1107, HLTH 1005, or MATH 1010) three times excludes the student from the program major of Practical Nursing.
7. 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 inability to continue attending the clinical course.
8. 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.
9. 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.
10. 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 are 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 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 and lab 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 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.
3. **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.

4. It is the belief of the Practical Nursing Program that the notification of absence is fundamental to professional accountability. In the rare instance of absence on the clinical day, the individual student is responsible for notifying 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.
5. 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/specifcics 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.
6. Students must prioritize patient safety. Any respiratory-related illness is regarded as potentially infectious.

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 the Program Director or Clinical/Simulation Coordinator 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.

The sites selected for student laboratory and clinical experiences, including the nursing skills or simulation lab, 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 body fluids, droplet, and/or airborne routes.
- Hazardous chemical and/or 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 clients

Students who believe they have experienced 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.

8/25

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 guidelines:

- Faculty observation is required to supervise students throughout the entirety of the medication administration process. This policy requires the Anoka Technical College faculty to be present for all steps of the medication administration procedure at the clinical site. Under no circumstances will Anoka Technical College practical nursing students complete any portion of medication administration 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 [DISA Healthcare Technology](#) 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 (Basic Life Support 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 DISA Healthcare Technology 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 DISA Healthcare Technology portal by the published deadline are subsequently restricted from attendance at a clinical site. Students who are not in compliance with 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.

Clinical Affiliation Agreement Requirements
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: 2-step skin test or blood test with negative results OR negative chest x-ray result with symptom questionnaire form
4. Minnesota Department of Human Services background study approval
5. Basic Life Support (BLS) CPR, current. Online certifications <u>do not</u> meet this requirement. American Heart Association BLS Provider OR American Red Cross Basic Life Support

***Healthcare 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 11/23*

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 skirts may not drag on the floor. 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).

Professional Attire and Etiquette: Instructions and information for wearing the student uniform:

1. Students wear their uniform whenever they are in the clinical environment. Students do not wear their uniform in public places that are not part of their clinical experience. This includes ATC Practical Nursing lab classes.
2. College ID name tag is visible and fastened to uniform with college-supplied clip.
3. Undergarments are required and not visible through uniform.
4. Hair is neat, clean and kept away from the face. Long hair is worn up, tied back, or braided anytime in uniform without decorative hair accessories. Students with facial hair are either clean-shaven or have beard/mustache neatly and closely trimmed. Clinical facilities may have additional requirements that are enforced.
5. No perfume is worn while in the clinical environment. Because of close contact with patients, personal hygiene is very important for nurses. Daily bathing, application of deodorant, and daily oral hygiene ensures a professional presentation.
6. Earrings are small in appearance with no large or dangling styles. Ear gauges are flesh-toned or clear and fully enclosed. Clinical facilities may have additional requirements that are enforced.
7. Permissible jewelry in the clinical environment includes engagement/wedding rings, medical I.D. bracelets, and analog watch. Exceptions to the jewelry policy are addressed with the clinical coordinator prior to clinical experiences.
8. Students do not 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. Nail polish and artificial nails are not worn.
11. Students are to avoid sitting on the floor or sitting on their shoes.

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 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](#) (2022) 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, marijuana/cannabis, or another 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.
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, and/or 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.

4/22

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 not 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, using unauthorized assistance, including AI technology or educational assistance websites, in completing assignments or exams (e.g. ChatGPT, Course Hero, Chegg), 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 and independently 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.
- All lectures and course materials, including but not limited to PowerPoint presentations, tests, quizzes, outlines, student learning outcomes, assignments, and similar materials, are protected by copyright and intellectual property policies of Minnesota State ([Policy 3.26 Intellectual Property](#) and [3.27 Copyright](#)). Students may take notes and make copies of course materials for their own use. These materials may not be shared, uploaded, distributed, or reproduced without the express permission of the course instructor(s). Sharing materials on websites such as Course Hero, Chegg, or similar educational assistance,

file-sharing websites or on digital social sharing sites such as Pinterest or Instagram is considered an infraction of the academic integrity policy and a violation of intellectual property and copyright policy. Similarly, students own copyright in their original papers and exam essays. If an instructor is interested in posting students answers or papers on the course webpage, written permission will be obtained.

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. 4/23

Using Artificial Intelligence in this Program: You should note that all large language models still tend to make up incorrect facts and fake citations. Artificial intelligence models tend to produce inaccurate outputs, and image generation models can occasionally come up with highly offensive products. Artificial Intelligence (AI) in this program is strictly prohibited. All work submitted during this program must be your own. Using AI violates the institution's academic misconduct/integrity policy and will have consequences as outlined in the Practical Nursing Student Handbook. 12/25

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 ATC student handbook and in the College [Policies and Procedures](#).

The policies are as follows:

Student Complaint Process

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

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 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 to share their 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 their 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 they have 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. 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 attempt to resolve the issue. The student shall complete a [Student Formal Complaint Form](#), 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 their 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 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](#) or [Sexual Violence](#) allegations. If a complaint cannot be resolved at the college level, you may contact the [Minnesota Office of Higher Education](#).

Academic Grade Appeals:

Policy Number 3.9 : Academic Grade Appeal Policy *Revised: 05/2015*

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 their 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 to 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:

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. 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 decide regarding the appeal and notify all relevant parties in writing of the decision.
5. The student may appeal the Academic 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 the 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 is 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 [ATC Student Handbook](#).

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 students 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 for information regarding education benefits.

Refer to the Anoka Technical College [Student Handbook](#) 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: 12/25

Reviewed by Minnesota State Office of General Counsel 4/22