University of North Dakota College of Nursing and Professional Disciplines (CNPD)
Student Handbook of Policies and Procedures for Master’s Students

ACKNOWLEDGMENT OF RECEIPT

Student ID: ___________________________ Date: ___________________________

Student Name: __________________________________________________________

Please Print

Current Address ___________________________________________________________

Street Address/Apartment Number

______________________________________________________________

City/State (Province) / Zip (Postal Code / Country)

______________________________________________________________

Telephone / Cell Phone / e-mail

Dear Student:

Welcome to the University of North Dakota College of Nursing and Professional Disciplines. Please complete the personal information above. It is your responsibility to update your email and mailing address and records as necessary.

It is very important that you read this document carefully and sign where indicated below. This signed statement is required by the College of Nursing and Professional Disciplines and will become part of your file. This signed form must be received in the Office of Student Services within your first semester of the Master of Science program.

As a student of the University of North Dakota, I commit myself to upholding the UND Honor Code policy as described in the Code of Student Life and promoting the values of honesty, responsibility and integrity. As a master’s student of the College of Nursing and Professional Disciplines I accept and agree that it is my responsibility to obtain and review these documents and adhere to the guidelines, therein:

☐ Master’s Programs in Nursing Student Handbook
        Signature: __________________________________________________________________

☐ Code of Student Life
        Signature: __________________________________________________________________


Dean’s Message

Welcome Students!

You have been selected to an excellent nursing program at the College of Nursing & Professional Disciplines (CNPD) at University of North Dakota. The CNPD is extremely proud of its rich reputation. Our standards of excellence in teaching, research, and community service stems from our high quality faculty who regard nursing with stringent ideals. The curriculum and standards of practice are built on evidence-based findings and rigorous ethics.

Faculty, staff, and administrators are highly committed to your success. During your studies in the CNPD you will engage with challenging courses, exceptional faculty, and wonderful mentors. You will also make lifelong friendships. Our faculty and staff are here to support your program of study and will assist you with all the phases of your academic journey.

We have prepared this *Baccalaureate of Science in Nursing Handbook* to provide you with information about academic and general student matters that can facilitate your learning experiences and interactions in the College and at UND. Other resources that will help you are the *University of North Dakota Undergraduate and Graduate Academic Catalog* and the UND *Code of Student Life*. These publications are available online or at the Registrar’s Office and the Dean of Students Office.

Although the nursing program requires your serious attention to study, we are confident you will find your efforts are very meaningful. As a graduate of the CNPD program, you will make a significant contribution to your own future and that of the clients and families you serve here in North Dakota and beyond. I extend my very best wishes for a rewarding education and enhanced well-being at CNPD.

Gayle Roux, Ph.D.  
Dean and Professor  
College of Nursing & Professional Disciplines

Stephanie Christian, MS, RN  
Chair, Undergraduate Program  
College of Nursing & Professional Disciplines

Dr. Maridee Shogren DNP, CNM  
Chair, Graduate Program  
College of Nursing and Professional Disciplines
DIRECTORY
Welcome to the University of North Dakota College of Nursing and Professional Disciplines. The Administration, Faculty and Staff in the College of Nursing of Nursing and Professional Disciplines (CNPD) are here to assist you. The following is a brief overview of the “layout” of the Nursing Building to help you find your way around. The Department of Nursing is comprised of 3 floors.

1ST FLOOR:  Computer Labs
Clinical Resource and Simulation Center (CRSC)
Rooms 101, 103, 103B, 103D, 103E 103H, 105 and 107
Student Lounge with Microwave, refrigerator, and coffee pot
Telephone: no charge for local calls
Two large classrooms (102 and 108)
Two Offices (104 and 106)
Information Directory for Administration, Faculty, and Staff (next to the elevator)
Photocopy machine for student use
Scholarship Information Center
Bulletin Boards for announcements
Restrooms

2nd FLOOR:  Classrooms
Office Space – GTAs, Technology Support
Restrooms
Graduate Reading Room (211)

3rd FLOOR:  Administrative, Faculty, and Staff offices for the Department of Nursing and RAIN Program
Study Rooms
Restrooms
Conference Rooms
Walkway to the Northern Plains Center for Behavioral Research

NORTHERN PLAINS CENTER FOR BEHAVIORAL RESEARCH (NPCBR):  The NPCBR is the first research and academic building supported by the National Institutes of Health for nursing research ever in the nations. It is fully dedicated to interdisciplinary and translational research with partners across the campus and the state and reflects the value the College places on research and learning.
KEY ADMINISTRATIVE AND STAFF:
You will get to know each of the faculty as you enroll in your classes or participate in various function/committees with them within the CNPD. The following are key individuals with the College of Nursing & Professional Disciplines.

**Dean:** Dr. Gayle Roux (Room 369, 777-4555)

**Office Manager to the Dean:** David Braz (Room 369, 777-4535)

**Administrative Assistant to the Dean:** Phyllis Vold (Room 369, 777-4555)

**Graduate Nursing Chair:** Dr. Maridee Shogren (Room 357, 777-4529)

**Department Secretary for Graduate Nursing:** Teresa Evanson (Room 301, 777-4556)

**Undergraduate Nursing Chair:** Stephanie Christian (Room 359, 777-4505)

**Department Secretary for Undergraduate Nursing:** Tammy Batzer (Room 310, 777-4542)

**Director for Clinical Resource and Simulation Center:** Darlene Hanson (Room 327, 777-4551), Melissa Marx (CRSC, 777-4502), Nancy Geske-Larson (CRSC, 777-4502)

**Director of the PhD Program:** Dr. Tracy Evanson (NPCBR Room 380H, 777-4522)

**Director of Office of Student Services:** Lucy Heintz (Suite 205, 777-4513)

**Office of Student Services Staff**
- **Receptionist and Records Officer:** Beth Toay (Suite 205, 777-4174)
- **Academic Advisor and Recruitment Specialist:** Marlys Escobar (Suite 205, 777-4534)
- **Academic Advisor and Recruitment Specialist:** Valerie Bauer (Suite 205, 777-4541)
- **Academic Advisor and Admissions/Records Specialist:** Teri Wright (Suite 205, 777-4548)

**Coordinator of the RAIN Program:** Debra Wilson (Room 344, 777-4519)
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OVERVIEW

College of Nursing and Professional Disciplines (CNPD) Mission Statement

The mission of the College of Nursing and Professional Disciplines (CNPD) is to prepare future leaders, to advance human well-being and improve quality of life for diverse populations, with an emphasis on rural communities in North Dakota, the region and beyond, through the provision of high-quality innovative inter-professional education, research and service.

The mission of the Nursing Graduate Program is to prepare future nursing leaders, to advance human well-being and improve quality of life for diverse populations, with an emphasis on rural communities in North Dakota, the region and beyond, through the provision of high-quality innovative inter-professional education, research and service.

Nursing Philosophy

The hallmark of professional nursing is the art of caring with the thoughtful application of the knowledge of the discipline in accordance with recognized standards of practice.

- Nurses care for clients holistically, knowing that health is personal and influenced by multiple factors.
- Nursing history and tradition address disparities in the health of all populations and emphasize development of human potential.
- Nurses collaborate with recipients of nursing care and others to prevent illness, alleviate suffering, and promote, protect and optimize the health of individuals, families, groups, communities and populations.
- Nurses are committed to serving vulnerable, rural and underserved populations.
- Nurses bring discipline, specific knowledge, competencies, and values to the inter-professional healthcare team.
- The context of nursing is dynamic, complex and multidimensional.

Professional nursing practice is supported by a sound knowledge base.

- Research informs and builds our profession.
- Nursing education at the baccalaureate level integrates content from the arts and humanities, social and physical sciences, and requires competencies in patient care technology, communication and information management.
- Coursework enhances personal and professional skills, promotes lifelong learning, clinical leadership, and evidence-based practice within a context of globalization.
- Education at the master’s level prepares graduates who apply knowledge of the discipline and generate theory-based research for specialized nursing practice.
Education at the doctoral level enables nurse scientists to make significant original contributions to the body of knowledge.

Teaching is a process designed to facilitate learning within an academic environment that is student centered and supports various learning styles and diverse cultural perspectives. Students and faculty are active and responsible participants in the venture of learning and research. Faculty utilizes innovative teaching methods to guide nursing students as they acquire the knowledge, skills, and ability to function independently in diverse settings.

Today, given the changing needs of local, national and global healthcare, the college currently offers master’s degrees in:

- Nurse Anesthesia
- Family Nurse Practitioner
- Advanced Public Health Nurse
- Psychiatric and Mental Health Nurse Practitioner
- Adult-Gerontology Primary Care Nurse Practitioner
- Adult-Gerontology Clinical Nurse Specialist
- Nurse Educator

The CNPD currently offers four post-master certificate programs: Nurse Anesthesia, Family Nurse Practitioner, Psychiatric and Mental Health Nurse Practitioner and Nurse Educator.

Accreditation

The Master of Science (M.S.) Program is accredited by the Commission on Collegiate Nursing Education (CCNE) until 2021 and approved by the North Dakota Board of Nursing through 2021. The Anesthesia Clinical Track is also accredited by the Council of Accreditation (COA) for Nurse Anesthesia Educational Programs until 2021.

Administration

The administration of the College of Nursing & Professional Disciplines is led by Dr. Gayle Roux, Dean and Professor. The Chair of the Graduate Nursing program is Dr. Maridee Shogren, DNP, CNM, and Stephanie Christian, MS, RN, CCRN, Chair, Undergraduate Nursing program.

Statement of Non Discrimination

“It is the policy of the University of North Dakota that there shall be no discrimination against persons because of race, color, genetic information, national origin, religion, sexual orientation, gender identity, sex, age, creed, marital status, veteran’s status, political belief or affiliation, and that equal opportunity and access to facilities shall be available to all. This policy is particularly applicable in the admission of students in all colleges and in their academic pursuits. It is also applicable in University owned or University approved housing, food services, extracurricular activities, and all other student services. It is the guiding policy in the employment of students either by the University or by outsiders through the University and in the employment of faculty and staff.”

From 2014-2015 UND Code of Student Life, Appendix I-1
Non-discrimination statement
As part of its commitment to providing an educational environment free from discrimination, UND complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution’s education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at UND-sponsored activities and programs whether occurring on-campus or off-campus. Title IX also protects third-parties, such as visiting student athletes, from sexual harassment or violence in UND’s programs and activities and protects employees from sexual harassment and discrimination. Prohibited harassment includes acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature; sex-based harassment by those of the same sex; and discriminatory sex stereotyping. UND will take prompt action to investigate and resolve reports of sexual harassment or sexual violence in accordance with Title IX. UND’s Title IX coordinator is Donna Smith, Director of Equal Employment Opportunity/Affirmative Action, 401 Twamley Hall, 264 Centennial Drive Stop 7097, Grand Forks, ND 58202-7097, 701-777-4171, donna.smith@und.edu. Retaliation against any person who initiates an inquiry or complaint or participates in the investigation of a complaint is prohibited. Such conduct will be further cause for disciplinary action.

Brief Information about reporting
Any student who has been impacted by sexual violence (sexual assault, domestic violence, dating violence, stalking) or gender-based misconduct is encouraged to report and seek appropriate resources on campus. Please contact the Title IX Coordinator (Donna Smith, donna.smith@und.edu or 701-777-4171) to discuss your options. To view the policy and additional resources, please visit: http://und.edu/finance-operations/university-police/sexual-violence-programs.pdf.

How to seek help when in distress
We know that while college is a wonderful time for most students, some students may struggle. You may experience students in distress on campus, in your classroom, in your home, and within residence halls. Distressed students may initially seek assistance from faculty, staff members, their parents, and other students. In addition to the support we can provide to each other, there are also professional support services available to students on campus through the Dean of Students and University Counseling Center. Both staffs are available to consult with you about getting help or providing a friend with the help that he or she may need. For more additional information, please go to http://und.edu/und-cares/.

M.S. PROGRAM OUTCOMES
The University of North Dakota, College of Nursing and Professional Disciplines, offers a graduate program leading to a Master of Science (M.S.) degree with a major in nursing. The graduate program is targeted to prepare nurse clinicians, nurse educators, and nurse administrators. The focus of the graduate nursing program is based on scientific knowledge of nursing practice and education through research.
The overall objectives of the CNPD Master of Science Nursing Program are to prepare nurses who are able to:

- Integrate theory, research, and experiential knowledge and evidence-based practice into advanced nursing practice.
- Demonstrate competence in advanced nursing practice consistent with applicable professional standards.
- Practice in the development of nursing science through evidenced-based practice, research, and theory.
- Integrate relationships between social, cultural, political, and economic issues and healthcare delivery.

Each graduate nursing track has additional objectives that pertain to that specific discipline. These track objectives are included in the following pages of this Handbook.

**ACADEMIC POLICIES**

The College of Nursing & Professional Disciplines policies regarding academic standards are identical with those in the *Undergraduate and Graduate Academic Catalog*, which may be accessed via the following link: [http://www.und.edu/dept/registrar/catalogs/catalog/index.htm](http://www.und.edu/dept/registrar/catalogs/catalog/index.htm). Selected additional information that will help you progress through your graduate education follows:

**ACADEMIC ADVISEMENT**

Contact your advisor for questions about registration, program progression, graduation requirements, and certification exams that you might plan to take. Course registration and obtaining signatures on forms such as the Program of Study and Topic Proposal is the responsibility of the student; advisors and program support staff should not be requested to complete these tasks.

*Academic Advisor*

Students are appointed an advisor by the Associate Dean for Graduate Studies when admitted to the program. The advisor is the chairperson of a student’s Independent Study or Thesis.

**PROGRAM OF STUDY**

The required Program of Study form is available from the UND School of Graduate Studies (SGS) website and can be downloaded from this address: [http://graduateschool.und.edu/graduate-students/current/forms.cfm](http://graduateschool.und.edu/graduate-students/current/forms.cfm). It is the responsibility of the student, in conjunction with his/her Faculty Advisory Committee or major advisor, to obtain the necessary signatures and submit the completed form to the CNPD Graduate Office.
UND SCHOOL OF GRADUATE STUDIES SCHOLARY FORUM

Each year the UND SGS hosts the Scholarly Forum, a campus-wide forum showcasing the research and creative scholarship of graduate students and faculty from all colleges. The Scholarly Forum includes panel sessions, oral presentations, art exhibits, and a research poster session. All graduate students are welcome and encouraged to participate.

The UND SGS’s Scholarly Forum is presented over two days, usually in late February or early March. The call for abstracts will be announced in November with event details and submission forms posted on the UND SGS website.

PETITIONS AND APPEALS

Students who wish to be excused from SGS requirements must petition the Dean of the SGS on a form available from the SGS or CNPD. The forms require the written endorsement of the advisor, instructor (if appropriate), and department chairperson.

ACADEMIC GRIEVANCE

As per UND SGS policy, grade grievances, allegations of academic dishonesty, scientific misconduct, and discrimination for nursing courses are subject to review by the CNPD. In the event that one of the previously mentioned academic issues occurs, the student should first discuss the matter with the faculty, committee, or administrators involved and attempt to resolve the issue. If the issue is not resolved, the student may then discuss the grievance procedure with his or her academic advisor for clarification. It is then the student’s responsibility to advance the grievance procedure according to the Academic Grievance Procedure for Students (Policy 236a) as outlined in CNPD Policies and Procedures.

Grievances related to any other academic circumstance follow UND SGS policy printed in the Undergraduate and Graduate Academic Catalog.

CONTINUING ENROLLMENT – N996

Students who have completed all the necessary credits of course work, thesis/dissertation, or independent study on their approved Program of Study but who have not completed their independent study, thesis, or dissertation must register for Nursing 996-Continuing Enrollment each additional semester or summer session they are utilizing university facilities or the time of faculty.

Master of Science Requirements

M.S. students must complete all of the following requirements for advancement to candidacy prior to the semester in which they plan to graduate (not necessarily in the following order):

- Submit an approved, completed Program of Study form to the UND SGS
- Obtain approval of a Topic Proposal for Independent Study by the student’s major advisor. The Topic Proposal must be submitted to the UND SGS.
- The student and his/her advisor will receive a status sheet when advanced to candidacy.
Please see the “Master’s Checklist” (Master’s Forms, page 47) for a complete list of required tasks for Master’s level students during their tenure with the CNPD. The checklist does provide a general sequence of events for master’s students.

**Independent Study (M.S.)**

The M.S. student must submit an independent study to the UND SGS as partial fulfillment of the requirements for the degree. The independent study, prepared under the guidance of the student’s advisor or Faculty Advisory Committee, must show sound method and demonstrate scholarship. Independent studies must be prepared in accordance with the “Guidelines for non-thesis option/Independent Study Papers” (Nurse Educator, APHN, PMHN, AGCNS) (Master’s Forms, page 40) or according to track specific guidelines (CRNA, FNP and AGNP).

The topic proposal for independent study must be approved by the student’s major advisor or dissertation committee. The proposal must be approved before the beginning of the semester in which the students expects to graduate and must be filed in the UND SGS before a student is advanced to candidacy for a master’s degree.

**APPLYING FOR GRADUATION**

Candidates must apply for graduation by the deadline posted in the Academic Calendar. Students are now able to apply for graduating using an on-line form. The student can find the new application on the SGS website at [http://graduateschool.und.edu/graduate-students/current/forms.cfm](http://graduateschool.und.edu/graduate-students/current/forms.cfm) or the Registrar’s office website at [http://www.und.nodak.edu/dept/registrar/](http://www.und.nodak.edu/dept/registrar/). All students will be required to submit their application on-line. Paper applications will no longer be accepted. All graduate students must have been advanced to candidacy the semester proceeding the semester in which they expect to graduate. Students must be registered for the term in which they expect to receive their degree.

**Cap, Gown and Hood**

These items may be purchased at the University Bookstore. When you have applied for graduation, you should receive information about the purchase of regalia. The hood is for an M.S. degree.

**COURSE LOAD**

The [Undergraduate and Graduate Academic Catalog](http://www.und.nodak.edu/dept/registrar/) contains specific information regarding maximum and minimum course load according to status of appointment as Graduate Assistants. For students who are not employed in these capacities, full-time enrollment is 9 semester credits during the fall or spring semesters and 6 semester credits in the summer.

**Repeated Courses**

All courses taken by graduate students for which a grade of D, F, or U was received may be repeated ONCE for credit, with only the second grade to count in the grade point average. This option does not apply to a student who has been dismissed. Courses with grades of C or better may not be repeated without the written approval of the Dean of the SGS.
**Time Limit on Degree**

Graduate courses more than seven years old are considered obsolete and may not be counted as fulfilling course requirements for an advanced degree program. At the time of graduation, the program of study and the courses accepted may not be more than seven years old.

Refer to the *Undergraduate and Graduate Academic Catalog* for information about revalidation and over-age graduate work from other institutions.

**HUMAN PARTICIPANTS IN RESEARCH**

“Policy on Disclosure of UND Research Protocols” and other information (including a “Sample Consent Form”) about research at UND is available from the Office of Research and Program Development, Twamley Hall 101. All research which involves the use of humans as subjects must be reviewed and approved by the Institutional Review Board (IRB) prior to the initiation of the project or activity. Both thesis and independent study projects may require IRB approval. Projects involving minimal risks to the subjects being studied may be eligible for a simplified review process, normally completed within three weeks. Other projects, and projects submitted at times of peak academic activity, will require a longer period for review. All proposals involving biomedical research which do not qualify for expedited review will be reviewed by the IRB Medical Subcommittee prior to review by the full IRB. These boards meet monthly. IRB forms may be downloaded from this website:

http://www.und.nodak.edu/dept/rdc/regucomm/IRB/Forms.htm

**ADVISEMENT AND REGISTRATION**

*Advisement*

The lead faculty, program chair, and directors of the individual tracks in the Master of Science Program also serve as advisors to graduate students. Programs of Study are found in Appendix A. These advisors can address issues related to degree and course requirements.

For various reasons such as financial cancellation or noncompliance with the Office of Student Services, a student may be unable to register because a “HOLD” has been placed on the student’s record. The Office of Student Services will assist the student in determining the cause of the hold; however, the student needs to exercise initiative in clearing the hold by contacting the appropriate UND office.

A list of phone numbers of the various offices at UND is in the back of this handbook.

Students should familiarize themselves with the *Dates and Deadlines* posted on the Student Account Services website for adding and dropping classes.

**CHANGE OF TRACK POLICY**

MS Students may apply to change the track under which they are admitted according to the following process:

- The student must have a UND MS GPA of >3.0
The student cannot be on academic or clinical probation

The Track Director of both the tracks that the student is in and the track to which the student requests must agree to allow the change

The Application to Change Nursing Track Form is completed, and signed by both track directors and the Graduate Department Chair, and filed with the SGS for final approval.

A copy placed in the student’s record.

**GRADUATE STUDENT CLINICAL FAILURE, PROBATION AND REASSESSMENT POLICY 605B**

*Procedure for Clinical Probation*

1) A student may be placed on clinical probation by the Graduate track Director for deficiencies in meeting clinical course objectives and/or violation of the University Code of Student Life. The student may be placed on probation at any point in the clinical course based on the assessment of student performance. The decision to place a student on probation may include input from the graduate faculty and clinical instructor(s)/preceptors. The evaluation of the student’s clinical performance is based on the professional judgment of the graduate faculty and clinical instructor(s)/preceptor. The student will be notified verbally of the probation and the reason(s) for the probation. A letter will be sent within five working days of verbal notification of probation and include date, time and place for the meeting. The student will have five working days to prepare for the meeting.

2) A meeting will be held with the student, Graduate Track Director and faculty upon notification of clinical probation. The student is expected to participate in the meeting and will be given an opportunity to present oral and written materials. If the student acknowledges the decision to be placed on probation, a probation period will be determined. A probationary contract will be developed to include required activities, schedules for activities, and criteria for removal from probation and deadline for completion. If at the conclusion of the meeting the student does not agree with the decision to be placed on probation, the student may appeal the decision to the Nursing Graduate Department Chair.

3) The student will be evaluated during and at the completion of the probationary period. The Graduate Track Director may remove the student from probation, extend the probation period or move to dismiss the student from the program at any time. The student may appeal the decision to extend the probation period with the Nursing Graduate Department Chair. The probationary contract may be terminated at any point by the Graduate Track Director before the probationary period is completed due to student clinical behaviors that threaten patient safety and well-being or violate professional standards. The procedure to dismiss the student from the program will be initiated.

4) The student that does not successfully complete the probationary contract will receive a grade of “U” for the clinical course. The student may apply to the graduate track director to retake the course in the future unless this is the second failure of nursing graduate courses.

5) A student may be placed on clinical probation only once during the program. If a student is determined to require a second clinical probation, the student will be dismissed from the program.
6) Decisions made by the Graduate Track Director will be based on student performance during probation, past performance in the academic program, results of probationary meetings, and all student data relative to their graduate performance.

7) All documentation will be placed in the student’s academic folder in the Office of Student Services at the College of Nursing and Professional Disciplines.

8) These are academic proceedings and legal representation is not allowed during these proceedings.

**NURSING GRADUATE STUDENT PROGRESSION POLICY-POLICY 605C**

**Progression**

1. Only students admitted in the UND graduate nursing major may enroll in a course with a NURS prefix or with written permission from the course instructor.

2. Students, including non-degree seeking students, must achieve a minimum grade of B (3.00) in all nursing courses, and maintain current and cumulative grade point averages of 3.00 or better. Students who achieve a grade below a B in a nursing course may repeat the course once. Prior to repeating the course the student is required to meet with their track director to discuss their progress. Any student who fails (C or below) any two graduate courses will be dismissed from the graduate nursing program. A “U” in a course with S/U grading is also considered a failed course.

3. Students admitted provisionally who have a course failure with a grade of C or less during the first 12 graduate credits will be dismissed from the Department of Nursing graduate programs.

4. Grading Scale
   Grading scale for the graduate program is as follows:
   - A 92-100
   - B 83-91
   - C 74-82
   - D 66-73
   - F 65 and below
   - I Incomplete

5. Students who wish to withdraw from a course should see the current University Catalog policy on withdrawal procedures and deadlines for instituting withdrawal procedures. Students who do not formally file withdrawal forms receive “F” grades.

6. Students who wish to take an “incomplete” grade in a nursing course should see the current University Catalog policy on incomplete grade. **NOTE:** a student who has an “I” in a prerequisite nursing course in not permitted to take further courses in the specified course sequence. An incomplete must be requested by the student to be considered.
7. Students who withdraw from the program; for any reason, should contact their academic advisor and formally withdraw from each course in which they are registered through the Registrar’s Office. The student must submit a letter of notification of their withdrawal to the Graduate Track Director of their program. Please see University Graduate Academic Policies at [http://und.edu/academics/registrar/catalog-current.cfm](http://und.edu/academics/registrar/catalog-current.cfm) on withdrawal procedures for further information.

8. Students must successfully complete all prerequisites before moving into the subsequent courses.

9. Students must follow either the full time or part time curriculum plan for the track in which they are admitted or obtain permission from the track director.

10. Any student who needs an accommodation in order to complete course requirements should be registered with Disability Services office at UND. Disability Support Services (701)777-3425 (voice/TTY). Students interested in receiving assistance with test taking or study skills should contact the UND Student Success Center.

11. Grade Appeal Policy can be found in the University Graduate Student Handbook; at [http://und.edu/academics/registrar/catalog-current.cfm](http://und.edu/academics/registrar/catalog-current.cfm) and the College of Nursing and Professional Disciplines Policy #236.

**CUMULATIVE GRADE POINT AVERAGE**

A cumulative grade point average (GPA) of at least 3.00 for all work taken as a graduate student (2.75 or M. Eng.) while registered in the UND SGS must be maintained in order to remain in satisfactory academic standing in the SGS; however, mere maintenance of a 3.00 GPA (2.75 for M. Eng.) or better may not be considered adequate satisfactory performance. Satisfactory performance may include, but is not limited to, satisfactory research performance, satisfactory performance in examinations, such as the comprehensive examination, or satisfactory performance in other specific program requirements.

**COURSE AND CLASSROOM REQUIREMENTS**

*Transfer Procedure for MS Students*

- Transfers to the UND MS program from other College/University MS programs may be permitted.
- Master’s degree students may transfer in up to one-fourth of the credit hours required for the degree they are working towards. The student must have earned a grade of B or better, and the work must be less than seven years old at the time the UND degree is awarded.
- The student must complete the “Transfer Credit Form” and submit it to the Office of Student Services. Transfer courses must be listed on your program of study exactly as they appear on your transcript. If you have not yet completed the courses from which you will be transferring credits, list the institution they will be taken from next to the
course. An official transcript must be sent to the UND SGS for all completed transfer work.

Syllabi

In each course, a course syllabus is distributed and the content reviewed. The syllabus stipulates course policies, grading standards, and academic expectations of the course. The syllabi contain class objectives, assignments, and required readings. Students are expected to be self-directed in completing the required readings and coming to class prepared to participate in the class learning experiences.

Textbooks

Required and recommended textbooks for each course are listed in the syllabus. Some nursing textbooks are used for more than one designated course and/or serve as reference resources throughout the nursing program.

Reference Manual for Writing Papers


IMPORTANT PHONE NUMBERS

Dean, Dr. Gayle Roux...........................................................................................................701-777-4555
Graduate Department Chair, Dr. Maridee Shogren...........................................................701-777-4529
Director of the Office of Student Services, Lucy Heintz.............................................701-777-4513
Office of Student Services.................................................................................................701-777-4174
RAIN Program..................................................................................................................701-777-3224
School of Graduate Studies..........................................................................................701-777-2784
Student Account Services............................................................................................701-777-3911
Student Financial Aid.....................................................................................................701-777-3121
Office of the Registrar....................................................................................................701-777-2711
Veteran/Military Services.............................................................................................701-777-3363
Counseling Center.................................................................701-777-2127
Disability Services for Students...........................................701-777-3425
Health and Wellness Office.................................................701-777-9355
University Police..............................................................701-777-3491
Testing Services.................................................................701-777-4157
University Bookstore........................................................701-777-2746
Writing Center.................................................................701-777-2795

University Website:  www.und.edu
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**FNP Part Time Curriculum (3 years) non-thesis option – (57 credits)**

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### AGPCNP Full Time Curriculum (2 Years) non-thesis-option – (52 credits)

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**AGPCNP Part Time Curriculum (3 Years) non-thesis-option - (52 credits)**

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## ADULT GERONTOLOGICAL CLINICAL NURSE SPECIALIST

*AGCNS Full Time Curriculum (2 Years) non-thesis option – (52 credits)*

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<th>Course Title</th>
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<td></td>
<td>NURS 552</td>
<td>Role Development of the CNS</td>
<td>2 credits</td>
</tr>
<tr>
<td></td>
<td>NURS 597</td>
<td>Advanced Clinical Practicum II</td>
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<tr>
<td><strong>Spring Semester V (10 Credit Hours)</strong></td>
<td>NURS 539</td>
<td>Advanced Pharmacology for Primary Care II</td>
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</tr>
<tr>
<td></td>
<td>NURS 533</td>
<td>Adult-Gerontology Illness Management II</td>
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<td><strong>Total:</strong></td>
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### Fall Semester I (6 Credit Hours)
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<tbody>
<tr>
<td>NURS 500</td>
<td>Theories and Concepts in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 514</td>
<td>Essentials in Epidemiology</td>
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### Spring Semester II (6 Credit Hours)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>NURS 502</td>
<td>Evidence for Practice</td>
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</tr>
<tr>
<td>NURS 526</td>
<td>Ethical, Legal and Health Policy Issues</td>
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### Fall Semester III (8 Credit Hours)
<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NURS 510</td>
<td>Advanced Physiology/Pathophysiology I</td>
<td>3</td>
</tr>
<tr>
<td>NURS 523</td>
<td>Health Promotion</td>
<td>3</td>
</tr>
<tr>
<td>NURS 552</td>
<td>Role Development of the CNS</td>
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### Spring Semester IV (6 Credit Hours)
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 511</td>
<td>Advanced Physiology/Pathophysiology II</td>
<td>3</td>
</tr>
<tr>
<td>NURS 585</td>
<td>Advanced Health Assessment</td>
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### Summer Semester V (6 Credit Hours)
<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>NURS 597</td>
<td>Advanced Clinical Practicum I</td>
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<tr>
<td>NURS 997</td>
<td>Independent Study</td>
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### Fall Semester VI (10 Credit Hours)
<table>
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<tbody>
<tr>
<td>NURS 531</td>
<td>Adult-Gerontology Illness Management</td>
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<td>NURS 535</td>
<td>Advanced Pharmacology for Primary Care</td>
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<tr>
<td>NURS 597</td>
<td>Advanced Clinical Practicum II</td>
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### Spring Semester VII (10 Credit Hours)
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<tr>
<td>NURS 539</td>
<td>Advanced Pharmacology for Primary Care II</td>
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<tr>
<td>NURS 533</td>
<td>Adult-Gerontology Illness Management II</td>
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<tr>
<td>NURS 597</td>
<td>Advanced Clinical Practicum III</td>
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ADVANCE PUBLIC HEALTH NURSE

APHN Full Time Curriculum (2 Years) non-thesis option – (40 credits)

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<tbody>
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<td><strong>Fall Semester I (12 Credit Hours)</strong></td>
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<tr>
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<tr>
<td>NURS 502</td>
<td>Evidence for Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>NURS 514</td>
<td>Essentials in Epidemiology</td>
<td>3 credits</td>
</tr>
<tr>
<td>NURS 526</td>
<td>Ethical, Legal and Health Policy Issues</td>
<td>3 credits</td>
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<tr>
<td></td>
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</tr>
<tr>
<td><strong>Spring Semester II (11 Credit Hours)</strong></td>
<td></td>
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<tr>
<td>NURS 523</td>
<td>Health Promotion</td>
<td>3 credits</td>
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<tr>
<td>NURS 546</td>
<td>Advanced PHN I</td>
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<tr>
<td>NURS 547</td>
<td>Advanced PHN Practicum I</td>
<td>4 credits</td>
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<tr>
<td></td>
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<tr>
<td><strong>Fall Semester III (8 Credit Hours)</strong></td>
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<tr>
<td>NURS 548</td>
<td>Advanced PHN II</td>
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<td>NURS 549</td>
<td>Advanced PHN Practicum II</td>
<td>3 credits</td>
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<tr>
<td>NURS 550</td>
<td>Global Public Health Issues</td>
<td>2 credits</td>
</tr>
<tr>
<td>NURS 998</td>
<td>Thesis (if choosing thesis option)</td>
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<tr>
<td><strong>Spring Semester IV (9 Credit Hours)</strong></td>
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<tr>
<td>NURS 572</td>
<td>Diverse Vulnerable Populations</td>
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<td>NURS 592</td>
<td>Advanced PHN Practicum III</td>
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</tr>
<tr>
<td>NURS 997</td>
<td>Independent Study</td>
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APHN Part Time Curriculum (3 years) non-thesis option – (40 credits)

<table>
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<tr>
<th>Semester</th>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>Fall Semester I</strong></td>
<td>NURS 500</td>
<td>Theories and Concepts in Nursing</td>
<td>3</td>
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<tr>
<td></td>
<td>NURS 514</td>
<td>Essentials in Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester II</strong></td>
<td>NURS 523</td>
<td>Health Promotion</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NURS 572</td>
<td>Diverse Vulnerable Populations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Fall Semester III</strong></td>
<td>NURS 502</td>
<td>Evidence for Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NURS 526</td>
<td>Ethical, Legal and Health Policy Issues</td>
<td>3</td>
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<tr>
<td></td>
<td>NURS 550</td>
<td>Global Public Health Issues</td>
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<tr>
<td><strong>Spring Semester IV</strong></td>
<td>NURS 546</td>
<td>Advanced PHN I</td>
<td>4</td>
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<tr>
<td></td>
<td>NURS 547</td>
<td>Advanced PHN Practicum I</td>
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</tr>
<tr>
<td><strong>Fall Semester V</strong></td>
<td>NURS 548</td>
<td>Advanced PHN II</td>
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<td></td>
<td>NURS 549</td>
<td>Advanced PHN Practicum II</td>
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<tr>
<td></td>
<td>NURS 998</td>
<td>Thesis (if choosing thesis option)</td>
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<tr>
<td><strong>Spring Semester VI</strong></td>
<td>NURS 592</td>
<td>Advanced PHN Practicum III</td>
<td>4</td>
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<tr>
<td></td>
<td>NURS 997</td>
<td>Independent Study or N998 Thesis</td>
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## NURSE ANESTHESIA

*Nurse Anesthesia Curriculum (28 Months) non-thesis option - (76 credits)*

<table>
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<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall Semester I</strong> (15 Credit Hours)</td>
<td>NURS 500</td>
<td>Theories and Concepts in Nursing</td>
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<tr>
<td></td>
<td>NURS 504</td>
<td>Advanced Pharmacology I</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>NURS 510</td>
<td>Advanced Physiology/Pathophysiology I</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>NURS 521</td>
<td>Foundations of Anesthesia Practice</td>
<td>3 credits</td>
</tr>
<tr>
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<td>NURS 585</td>
<td>Advanced Health Assessment</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Spring Semester II</strong> (13 Credit Hours)</td>
<td>NURS 506</td>
<td>Advanced Pharmacology II</td>
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<tr>
<td></td>
<td>NURS 507</td>
<td>Anesthesia Seminar &amp; Clinical Practicum I</td>
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<tr>
<td></td>
<td>NURS 511</td>
<td>Advanced Physiology/Pathophysiology II</td>
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<td></td>
<td>BIMD 510</td>
<td>Basic Biomedical Statistics</td>
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<td>ANAT 591</td>
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<td>Anesthesia Seminar &amp; Clinical Practicum II</td>
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<td>NURS 520</td>
<td>Professional Role Development for Nurse Anesthesia</td>
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<td><strong>Fall Semester IV</strong> (10 Credit Hours)</td>
<td>NURS 502</td>
<td>Evidence for Practice</td>
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<tr>
<td></td>
<td>NURS 527</td>
<td>Anesthesia Seminar &amp; Clinical Practicum III</td>
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<td>NURS 597</td>
<td>Advanced Clinical Practicum</td>
<td>2 credits</td>
</tr>
<tr>
<td><strong>Spring Semester V</strong> (10 Credit Hours)</td>
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<td>Advanced Clinical Practicum</td>
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<td>NURS 997</td>
<td>Independent Study</td>
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<td><strong>Summer Semester VI</strong> (9 Credit Hours)</td>
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<td><strong>Fall Semester VII</strong> (11 Credit Hours)</td>
<td>NURS 508</td>
<td>Nurse Anesthesia Review Course</td>
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<td>NURS 597</td>
<td>Advanced Clinical Practicum</td>
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### Nurse Educator Full Time Curriculum (2 years) non-thesis option—(41 credits)

<table>
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<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
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<td><strong>Fall Semester I (11 Credit Hours)</strong></td>
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<tr>
<td>NURS 500</td>
<td></td>
<td>Theories and Concepts in Nursing</td>
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<tr>
<td>NURS 510</td>
<td></td>
<td>Advanced Physiology/Pathophysiology I</td>
<td>3 credits</td>
</tr>
<tr>
<td>NURS 514</td>
<td></td>
<td>Essentials in Epidemiology</td>
<td>3 credits</td>
</tr>
<tr>
<td>NURS 535</td>
<td></td>
<td>Advanced Pharmacology for Primary Care I</td>
<td>2 credits</td>
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<tr>
<td><strong>Spring Semester II (11 Credit Hours)</strong></td>
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<td></td>
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<tr>
<td>NURS 502</td>
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<td>Evidence for Practice</td>
<td>3 credits</td>
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<tr>
<td>NURS 509</td>
<td></td>
<td>Foundations for Nurse Education</td>
<td>3 credits</td>
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<tr>
<td>NURS 511</td>
<td></td>
<td>Advanced Physiology/Pathophysiology II</td>
<td>3 credits</td>
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<tr>
<td>NURS 539</td>
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<td>Advanced Pharmacology for Primary Care II</td>
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<tr>
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<tr>
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<tr>
<td>NURS 567</td>
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<td>Teaching Methodologies</td>
<td>3 credits</td>
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<tr>
<td><strong>Fall Semester IV (11 Credit Hours)</strong></td>
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<tr>
<td>NURS 569</td>
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<td>Assessment and Evaluation</td>
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<td>NURS 585</td>
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<td>Advanced Health Assessment</td>
<td>3 credits</td>
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<tr>
<td>N997/998</td>
<td></td>
<td>Independent Study** or Thesis</td>
<td>2 credits</td>
</tr>
<tr>
<td>NURS 585</td>
<td></td>
<td>Advanced Health Assessment</td>
<td>3 credits</td>
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<tr>
<td><strong>Spring Semester V (2 Credit Hours)</strong></td>
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<tr>
<td>NURS 568</td>
<td></td>
<td>Teaching Practicum</td>
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### Nurse Educator Part Time Curriculum (3 years) non-thesis-option – (41 credits)

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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Fall Semester I (6 Credit Hours)</td>
<td>NURS 500</td>
<td>Theories and Concepts in Nursing</td>
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</tr>
<tr>
<td></td>
<td>NURS 510</td>
<td>Advanced Physiology/Pathophysiology I</td>
<td>3 credits</td>
</tr>
<tr>
<td>Spring Semester II (6 Credit Hours)</td>
<td>NURS 511</td>
<td>Advanced Physiology/Pathophysiology II</td>
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<tr>
<td></td>
<td>NURS 509</td>
<td>Foundations for Nurse Education</td>
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</tr>
<tr>
<td>Summer Semester III (3 Credit Hours)</td>
<td>NURS 566</td>
<td>Curriculum Development</td>
<td>3 credits</td>
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<tr>
<td>Fall Semester IV (8 Credit Hours)</td>
<td>NURS 502</td>
<td>Evidence for Practice</td>
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<tr>
<td></td>
<td>NURS 526</td>
<td>Ethical, Legal and Health Policy</td>
<td>3 credits</td>
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<td></td>
<td>NURS 535</td>
<td>Advanced Pharmacology for Primary Care I</td>
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<td>Spring Semester V (8 Credit Hours)</td>
<td>NURS 514</td>
<td>Essentials in Epidemiology</td>
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<td>NURS 585</td>
<td>Advanced Health Assessment</td>
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<tr>
<td></td>
<td>NURS 539</td>
<td>Advanced Pharmacology for Primary Care II</td>
<td>2 credits</td>
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<tr>
<td>Summer Semester VI (3 Credit Hours)</td>
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<td>Teaching Methodologies</td>
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<tr>
<td>Fall Semester VII (5 Credit Hours)</td>
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<td>NURS 997</td>
<td>Independent Study</td>
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# PSYCHIATRIC AND MENTAL HEALTH NURSE PRACTITIONER

*PMH-NP Full Time Curriculum (2 years) non-thesis-option* – (57 credits)

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<tbody>
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<td>NURS 500 Theories and Concepts in Nursing</td>
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<td>NURS 510 Advanced Physiology/Pathophysiology I</td>
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<tr>
<td>NURS 514 Essentials in Epidemiology</td>
<td>3 credits</td>
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<tr>
<td>NURS 535 Advanced Pharmacology in Primary Care I</td>
<td>2 credits</td>
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<tr>
<td>NURS 585 Advanced Health Assessment</td>
<td>3 credits</td>
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<table>
<thead>
<tr>
<th>Spring Semester II (15 Credit Hours)</th>
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<tbody>
<tr>
<td>NURS 502 Evidence for Practice</td>
<td>3 credits</td>
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<tr>
<td>NURS 511 Advanced Physiology/Pathophysiology II</td>
<td>3 credits</td>
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<tr>
<td>NURS 523 Health Promotion</td>
<td>3 credits</td>
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<tr>
<td>NURS 538 Psych Diagnostic Reasoning</td>
<td>2 credits</td>
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<tr>
<td>NURS 539 Advanced Pharmacology in Primary Care II</td>
<td>2 credits</td>
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<tr>
<td>NURS 564 Psychopharmacology</td>
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<td>NURS 583 Individual Therapy</td>
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<td>NURS 584 Group and Family Therapies</td>
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<tr>
<td>NURS 997 Independent Study</td>
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<table>
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<tbody>
<tr>
<td>NURS 526 Ethical, Legal and Health Policy Issues</td>
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<td>NURS 553 Role Development of the NP</td>
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<tr>
<td>NURS 588 Management of Psychopathology I</td>
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<tr>
<td>NURS 597 Advanced Clinical Practicum I</td>
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<tr>
<td>N997/998 Thesis (if choosing thesis option)</td>
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<tr>
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<tr>
<td>NURS 597 Advanced Clinical Practicum II</td>
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</table>
### PMH-NP Part Time Curriculum (3 years) non-thesis-option – (57 credits)

<table>
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<tr>
<th>Fall Semester I (9 Credit Hours)</th>
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</thead>
<tbody>
<tr>
<td>NURS 500 Theories and Concepts in Nursing</td>
<td>3 credits</td>
</tr>
<tr>
<td>NURS 510 Advanced Physiology/Pathophysiology I</td>
<td>3 credits</td>
</tr>
<tr>
<td>NURS 514 Essentials in Epidemiology</td>
<td>3 credits</td>
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<tr>
<th>Spring Semester II (9 Credit Hours)</th>
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<tr>
<td>NURS 502 Evidence for Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>NURS 511 Advanced Physiology/Pathophysiology II</td>
<td>3 credits</td>
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<tr>
<td>NURS 523 Health Promotion</td>
<td>3 credits</td>
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<tr>
<th>Fall Semester III (8 Credit Hours)</th>
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<tbody>
<tr>
<td>NURS 585 Advanced Health Assessment</td>
<td>3 credits</td>
</tr>
<tr>
<td>NURS 535 Advanced Pharmacology in Primary Care I</td>
<td>2 credits</td>
</tr>
<tr>
<td>NURS 526 Ethical, Legal, and Health Policy Issues</td>
<td>3 credits</td>
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<tr>
<th>Spring Semester IV (6 Credit Hours)</th>
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<tbody>
<tr>
<td>NURS 564 Psychopharmacology</td>
<td>2 credits</td>
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<tr>
<td>NURS 539 Advanced Pharmacology in Primary Care II</td>
<td>2 credits</td>
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<tr>
<td>NURS 538 Psych Diagnostic Reasoning</td>
<td>2 credits</td>
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<tr>
<th>Summer Semester V (7 Credit Hours)</th>
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<tr>
<td>NURS 583 Individual Therapy</td>
<td>2 credits</td>
</tr>
<tr>
<td>NURS 584 Group and Family Therapies</td>
<td>3 credits</td>
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<tr>
<td>NURS 997 Independent Study</td>
<td>2 credits</td>
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<tr>
<th>Fall Semester VI (10 Credit Hours)</th>
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<tbody>
<tr>
<td>NURS 553 Role Development of the NP</td>
<td>2 credits</td>
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<tr>
<td>NURS 588 Management of Psychopathology I</td>
<td>2 credits</td>
</tr>
<tr>
<td>NURS 597 Advanced Clinical Practicum</td>
<td>6 credits</td>
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<table>
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<tr>
<th>Spring Semester VII (8 credit Hours)</th>
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<tbody>
<tr>
<td>NURS 589 Management of Psychopathology II</td>
<td>2 credits</td>
</tr>
<tr>
<td>NURS 597 Advanced Clinical Practicum</td>
<td>6 credits</td>
</tr>
</tbody>
</table>
The M.S. Program with a major in Nursing is offered through Online and Distance Education (ODE) with the main phone line 701-777-3000. Registration for classes requires an ODE Permission Number. Contact the Academic Planning Assistant Director, Enrollment Management for the permission number at 701-777-3308.

ACCESS OF INFORMATION

In accord with the University Policy (Code of Student Life http://und.edu/student-affairs/code-of-student-life/section-8.cfm), Section 8: Student Records) and the Family Educational Rights and Privacy Act of 1974, amended 1998, the CNPD accepts responsibility for the confidentiality of the educational records of nursing students and nursing Graduates. To carry out that responsibility, the College adheres to the following policies:

DIRECTORY INFORMATION: (SECTION 8-2 OF UND CODE OF STUDENT LIFE)
EDUCATIONAL RECORDS: (ALSO SEE SECTION 8-3 OF UND CODE OF STUDENT LIFE)

Educational records housed in the CNPD include information directly related to the student’s academic progress including registration and course information, transcripts, evaluations, notes regarding academic performance, advisor notes, copies of references, correspondence, application information, scholarship information, immunization, health insurance and certification information. No financial records or medical information is included with the exception of information provided to the College by the student.

The student’s educational record is accessible to University personnel, who shall be defined as faculty, department chairs, advisors, and administrative personnel who have responsibilities related to a specific student. This CNPD policy is essential because of: (1) the legal liability of faculty for the performance of students, and (2) the need to protect students and the public.

Information on all students shall be released to licensing boards, prospective employers, and scholarship agencies only upon request by the student. The Consent to Release Information form is available from the Admissions Records & Advising Associate or your faculty advisor. The above and other aspects of Section 8 of the Code of Student Life shall be observed in the CNPD.

BACKGROUND CHECKS AND STUDENT IMMUNIZATION TRACKER

Students who are currently enrolled must submit to and satisfactorily complete an annual background check as a condition of continuing enrollment in the CNPD. Students may need to complete additional background checks if required by an agency prior to conducting a research study.

The CNPD currently uses Verified Credentials as the vendor for all background checks. In addition to providing background check services, Verified Credentials provides a "Student Immunization Tracker". This will allow you to submit your health verification documents electronically to be organized and maintained by the company. You will have electronic access
to your documents and the ability to provide access to the College of Nursing agencies and employers. Additionally, Verified Credentials will send you weekly email reminders of missing health records as needed by the CNPD. This will assist you in the process of having all of your required verifications on file by the deadline before classes begin each semester.

**BACKGROUND CHECKS FOR GRADUATE APPLICANTS AND GRADUATE STUDENTS OF THE COLLEGE OF NURSING - POLICY 616**

**Applicability**

This policy applies to all graduate students in the College of Nursing and Professional Disciplines.

**Policy**

Graduate applicants must submit to and satisfactorily complete the approved UND, College of Nursing and Professional Disciplines, background check as a condition of admission. An offer of admission is contingent upon the successful completion of the background check(s) with results deemed favorable. Admission may be denied or rescinded based on the outcome of the background check.

Additionally, graduate students who are currently enrolled must submit to and satisfactorily complete an annual background check as a condition of continuing enrollment in the College of Nursing and Professional Disciplines. Students may need to complete additional background checks if required by an agency prior to participation in a clinical experience. Students who refuse to submit to the background check or do not pass the background check as defined by the College will be dismissed from the program.

**Rationale**

Health care providers are entrusted with the health, safety and welfare of clients, have access to controlled substances and confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a graduate student or graduate applicant’s suitability to function in such a setting is imperative to promote the highest level of integrity in health care services.

Clinical facilities are increasingly required by accreditation agencies, such as Joint Commission of Healthcare Organization (JCAHO), to conduct background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. To facilitate this requirement, educational institutions have agreed to require these background checks for students and faculty.

Clinical teaching and research experiences are an essential element in certain curriculum programs. Students who cannot participate in such experiences due to criminal or other adverse activities that are revealed in a background check are unable to fulfill the requirements of the program. Additionally, many healthcare licensing agencies require individuals to pass a criminal background check as a condition of licensure or employment. Therefore, it is in everyone’s interest to resolve these issues prior to a commitment of resources by the CNPD/UND, the graduate student or applicant.
The UND College of Nursing and Professional Disciplines is obligated to meet the contractual requirements contained in affiliation agreements with the various community facilities.

The North Dakota State Board of Higher Education requires student criminal history background checks and requires each institution to adopt policy and procedures for implementation for admission decisions.

**BACKGROUND CHECK REPORT**

*Obtaining a Background Check Report*

The CNPD will designate approved vendor to conduct the background checks and issue reports directly to the College. Results from a vendor other than that designated will not be accepted. Students must complete background check through the UND approved site to assure consistence of collected data. Students are responsible for payment of any fees charged.

If a clinical agency requires an additional background check, students are responsible for any cost involved.

**Scope**

- Background checks will include the following and cover the past seven years:
- Social Security Report (address locator)
- County Criminal Record History (unlimited jurisdictions)
- National Sex Offender Public Registry Search
- National Criminal Database Search, includes but not limited to:
  - Multiple AOC/DOC/DPS criminal data sources
  - Federal Bureau of Investigation Terrorist List
  - Federal/State/Local Wanted Fugitive Lists
  - Sexual/Violent Offender Registries

**FACIS® Level I includes, but not limited to:**

- (OIG) Office of Inspector General List of Excluded Individuals
- (GSA) General Services Admin. Excluded Parties Listing
- (OAC) Office of Foreign Assets Control SDN Search
- (ORA/FDA) Office of Regulatory Affairs/Food & Drug Administration Debarment List
- (ORI) Office of Research Integrity Administration Action List

**Rights**

Graduate students and applicants have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor
verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant or student, the CNPD will inform them of their rights and how to contact the designated company to challenge the accuracy of the report.

**Graduate Program Applicant**

Applicants must complete the required background check screening as indicated in their admissions letter following the offer of admission but prior to registration. If the report contains findings of concern, the Associate Dean for Graduate Studies, Director of Office of Student Services, and Chair of the Graduate Council (hereafter referred to as the Graduate Criminal Background Reviewing Committee or GCBRC) may request that the applicant submit additional information relating to the finding, such as a written explanation, court documents and police reports. The student will have 10 working days in which to provide this information. The above stated individuals will review all information available and determine whether the offer of admission should be withdrawn. Decisions related to criminal background review are final. Should an applicant choose to appeal the GCRBC’s ruling, an appeal may be made to the Dean. Time required to initiate and complete an appeal may result in loss of admission for that particular semester. If that is the case, the student may reapply for a subsequent semester pending a favorable outcome from the appeal.

For current student, if the reviewing committee determines that dismissal from the program is warranted, a recommendation will be made to the Dean and the Student will be informed by the Dean. The dean’s decision is final.

**Committee Review Standards**

In reviewing the background check reports and any information submitted, a committee may consider the following factors in making its determinations: the nature and seriousness of the offense or event, the circumstances surrounding the offense or event, the relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense or event occurred, whether the offense or event was an isolated or repeated incident, the length of time that has passed since the offense or event, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, and the accuracy of the information provided by the applicant or student in the application materials, disclosure forms or other materials. The committee should bear in mind both the safety interests of the client and the workplace, as well as the educational interest of the student. In reviewing background checks and supplementary information, advice may be obtained from university counsel, university police, or other appropriate advisors.

**Confidentiality and Recordkeeping**

Background check reports and other submitted information are confidential and may only be reviewed by university officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act (FERPA).
Background check reports and other submitted information of students will be maintained in the Student Affairs Area in accordance with the university’s record retention policy for student records.

Applicants Denied Admission and Dismissed Students. Background check reports and other submitted information of applicants denied admission into the program will be maintained in accordance with the university’s record retention policy. Only a letter of dismissal will be kept in students’ academic files. Supporting documents and other information will be maintained in separate files.

Other Provisions

The CNPD shall inform the students who have been found by the GCBRC to have findings of concern in their background check report and are nonetheless permitted to enroll. Clinical placement is a prerequisite for graduation from the nursing program. The CNPD makes no guarantee that the student who has a finding of concern in their background check report and is nonetheless permitted to enroll in the program will be able to be placed at a clinical facility. Further, graduation from the CNPD does not guarantee that the student can be registered, permitted or licensed under state law.

Falsification of information, including omission of relevant information, will result in denial of admission or dismissal from the educational program.

Criminal activity that occurs while a graduate student is in attendance at the university may result in disciplinary action, including dismissal, and will be addressed through the College’s and University’s academic or disciplinary policies.

The CNPD will use appropriate means to convey this information to potential applicants and students such as; inclusion in the catalog, student handbooks, admission pamphlets, advisement, and/or correspondence.

VERIFICATIONS/IMMUNIZATIONS – POLICY 247

All nursing students admitted to the nursing program are required to provide documentation of current immunizations/tests and health insurance to the CNP-approved vendor prior to beginning the nursing program. Updates or re-certifications must be completed prior to starting classes each semester and may not expire during the semester. See Appendix G.

CDC guidelines for health care workers are followed, along with contracts negotiated with various agencies for clinical placement of students. Documentation of valid immunizations/tests must be on a health care agency form and signed by a licensed health care professional. Clinical agencies may have requirements, which include verifications other that those required by the CNPD. In those situations, students will be required to meet those individual agency standards prior to clinical placement, which may result in additional costs to student.

Verifications must be submitted according to the most current guidelines outlined by the CNPD Office of Students Services. Please see their website: http://nursing.und.edu/student-services/
LIABILITY INSURANCE

The University of North Dakota, CNPD, provides liability insurance for all students-on or off campus-each semester they are enrolled in course work in the CNPD. Each graduate student is covered up to $1,000,000.00 for any one incident, and up to $5,000,000.00 as a total of all claims within one calendar year period. Students are not covered by this liability insurance during personal volunteer work, working for pay (including the Co-op experience), or during self-employment. The employing agency carries liability insurance for students in the Co-op experience.

REFERENCES


SAFETY AND SECURITY

The University of North Dakota Police Department consists of a Chief of Police, Assistant Chief of Police/Investigator, two Night Supervisors of Police, six full-time Police Officers, two part-time Police Officers, a full-time Administrative Assistant, two full-time Traffic Division Clerks, two full-time Security Officers, and numerous part-time student and non-student assistant security workers and office assistants. The department operates nine motor vehicles, including four marked police patrol units, three parking enforcement vehicles, one conventional van and one step van. The department also uses two police patrol bicycles, for general police patrol functions and several other bicycles for parking enforcement. The department currently protects a campus district of over 15,000 people.

Escort Service

Avoid walking or jogging alone and never walk or jog after dark. If you must travel alone at night use the UND Safety Escort Service (777-3491) to escort you to your destination on campus or locations near campus. This service is provided 24 hours a day by UND security or police officers.

Avoid dark or vacant campus areas. Walk along well lit routes.

Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.

Have your keys ready when returning to your residence hall or apartment and keep your personal or valuable items concealed and close to your body.

Be aware of the on-campus “Blue Light” security system. These telephone units are highly visible and located throughout campus and can be used to contact police in a crisis situation.
Locations of these “Blue Lights” are available at the UND Police Department (777-3491). Stand tall, walk purposefully and make eye contact with those around you. If you feel uncomfortable in a situation, leave.

If you see any suspicious activity or people on or near the University campus, it is your responsibility to call the UND Police Department (dial 911) immediately and report what you have seen. Do not assume that what you see is an innocent activity or that another individual has already called the police. Do not worry about being embarrassed; rather think about what could happen if you do not act. However, do not approach suspicious individuals; this could put you in immediate physical danger.

ALL EMERGENCIES CALL 911

University Police
3851 Campus Rd., Stop 9031
Grand Forks, ND 58202

UND Campus Emergency Phone Numbers

UND news bulletin board: 701-777-6700
University Police: 701-777-3491 (24 hours)
Safety Escort: 701-777-3491 (24 hours)
Dean of Students: 701-777-2664 (8:00am to 4:30pm M-F)
Crisis Coordination Team: 701-777-2664 (8:00am to 4:30pm M-F)
Coordination Team (University Police): 701-777-3491 (Evenings and Weekends)
UND Counseling Center: 701-777-2127 (8:00am to 4:30pm M-F)
UND Counseling Center (University Police): 701-777-3491 (Evenings and Weekends)
Student Health: 701-777-4500 (24 hours)
Line for the Hearing Impaired: 701-777-2796

Grand Forks Emergency Numbers

Grand Forks Police Department: 701-787-8000 (24 hours)
Grand Forks Sheriff Department: 701-780-8280
Community Violence Intervention Center: 701-746-0405 (days); 701-749-8900 (evenings)
Grand Forks States Attorney: 701-780-8281
ND Poison Control: 1-800-732-2200
MN Poison Control: 1-800-222-1222

Altru Health System Phone Numbers

Main Line: 701-780-5000
Emergency Room: 701-780-5280
FINANCIAL PLANNING AND SERVICES

Financial Aid

Financial aid is one of your payment options. Tuition, financial aid, and scholarships can all vary based on who you are as a student. Information on financial aid can be found at


Tuition and Student Fees

Please see the University website for information about 2014-2015 Tuition and Fees. Tuition rates and student fees are always subject to change. http://und.edu/finance-operations/student-account-services/ tuition-rates.cfm

*Additional course and/or program fees may be charged based on the student's enrollment. A program fee for $500.00 per semester (pro-rated for part-time students) will be charged to all graduate students.

SCHOLARSHIPS

Students must be admitted into the UND, CNPD, to apply for scholarships. The application deadline is March 15 of each year. Application forms will be posted on the nursing website, with paper copies available at the Office of Student Services. Scholarships recipients are determined in the spring and awards are disbursed for the next academic year. Information and requirements to qualify for each scholarship are posted on the nursing website.

TECHNOLOGY REQUIREMENTS

The following basic requirements are recommended for UND courses.

- Active E-mail Account
  - Admitted UND students are required to use their official UND student email
- Operating System
  - Windows (XP, Vista, and 7)
  - Macintosh (10.5 or Higher)

Internet Connection

- Wireless and satellite connections should not be used when taking exams or quizzes on Blackboard.
- Wireless and satellite connections do not work with Live Web courses. If your class meets synchronously (live) using Adobe Connect, Wimba, or Blackboard Collaborate, please make arrangements to connect directly to the modem/router before participating in
the live class. Wireless connections will not be supported and any exceptions must be approved by the instructor of the course.

- Minimum of DSL/Cable (512kbps) is recommended. To check your Internet connection speed, go here: [http://speedtest.net](http://speedtest.net)
- For more information about UND Network Connections, please visit: [http://und.edu/tech-support/students/network-access-students.cfm](http://und.edu/tech-support/students/network-access-students.cfm)

**Additional Software**

- Word Processing Software (recommend: Microsoft Word - available for purchase from the [UND Bookstore](http://www.und.edu/bookstore/), [Microsoft.com](http://www.microsoft.com), or accessible on [Citrix](http://www.citrix.com))
- We currently recommend the 32-bit version of Microsoft Office (64-bit may be incompatible with some applications)

**Free Software Downloads:**

- Adobe Flash Player
- Adobe Acrobat Reader version 9 or newer
- Apple iTunes
- Apple QuickTime
- PDF Printer: [doPDF](http://www dopdf com) Convert files into PDF (Adobe Portable Document Format)
- PowerPoint Viewer (If you do not have Microsoft PowerPoint.)
- Word Viewer (If you do not have Microsoft Word.)
- Real Video Player

- Java – Additional information on Java can be found here: [http://java.com/en/download/faq/whatis_java.xml](http://java.com/en/download/faq/whatis_java.xml)

**Additional Tech Requirements for Online and Distance Education Courses**

Live Web courses may have these additional requirements, please check with your instructor.

- USB/Firewire Web Camera
- USB Stereo Headset/Microphone (Volume control recommended; WebCam Mic NOT recommended.)

**Program Specific Requirements**

Some degree programs require additional or different technologies. If you are unsure, please contact your instructor or the program coordinator.

- **Instructional Design & Technology (IDT)**
  - Video Card (512MB of VRAM Radeon, Nvidia, or equivalent).
  - Mac must have an Intel processor.
- **Distance Engineering Degree Program (DEDP)**
If your course syllabus references a technology level, such as A, B, C, or D, please refer to your instructor or program coordinator for more information on the additional tech requirements for your course/program.

**COMPUTER LABS**

The student computer labs are located on the first floor of the Department of Nursing, rooms 110 and 114. Students have use of computers and laser printers for word processing, statistical analysis, library searches, and specialized nursing instruction. Internet and e-mail access are also available. The computer lab hours are posted on the doors and on the CNPD Technology Department web pages. The labs are staffed by support personnel during most hours of operation. Help is also available from the UND Computer Center by telephone access via the computer help line. Admitted nursing students are allotted 650 sheets each per semester for printing of course related materials.

**STUDENT EMAIL SYSTEM**

Per UND policy, students are expected to have a current Office 365 email. This can be obtained through UND’s Information Technology Systems and Services at [http://und.edu/tech-support/students/student-email.cfm](http://und.edu/tech-support/students/student-email.cfm). Course instructors will not accept or respond to correspondence that does not come from the student’s University branded email.

**TRANSFER OF NURSING CREDITS – POLICY 407**

The student submits the completed “Transfer of Nursing Credit Request” form to the Graduate Department Chair with any evidence, such as course syllabus, objectives, outlines, notes, tests, etc. that will assist the department in making a decision regarding the request.

The Department Chair and/or faculty discuss as necessary, review, and make a decision regarding the request.

The decision is communicated to the student by the Admission, Records and Advising Associate. The original document is placed in the student’s file.

In the event of a controversy regarding the department’s decision, the request is forwarded to the Curriculum Committee for resolution.

**PROGRESSION AND GRADUATION**

**STUDENT AND FACULTY RESPONSIBILITY**

It is the responsibility of the student AND Faculty to become informed and to observe all regulations and procedures required by the University, the SGS Catalog and not the program in which she or he is enrolled. The student is responsible for reading the Graduate Catalog, all
contracts for employment, the terms and conditions of any awards and correspondence from the various offices of the University. Each student who intends to present a thesis or dissertation in completion of a degree must follow the SGS guide to writing a thesis or dissertation. The student is responsible for knowing his or her academic standing and grade-point average. While the SGS attempts to notify students regarding any problems in the student’s progress toward a degree, the student alone is responsible for maintaining satisfactory academic standing and progress. The SGS expects all students and faculty to be aware of its policies and procedures. Ignorance of a rule does not constitute a basis for waiving that rule” (2013-2015 Academic Catalog, p. 221).

Upon completion of the courses listed in your program of study, you are eligible to graduate from the University of North Dakota. The following steps are required to complete the graduation process:

- Apply for graduation online at https://apps.und.edu/graduationonline/
- The deadline for applications is September 18 for the 2012 winter commencement
- Any “Incomplete,” “In Progress” or “Missing Grades” must be resolved prior to the recording of your degree. Please refer to Page 36 and/or Page 228 of the 2011-2013 Academic Catalog for the specific policy.
- All correspondence courses must be completed and grades recorded to your academic record before your degree can be awarded.
- If you have participated in study abroad, your work needs to be recorded on your academic record prior to the recording of your degree. Please contact the International Centre at 777-4231 with any questions.
- Once your degree has been cleared by your college and recorded to your transcript, your academic record for that degree is frozen and changes cannot be made.
- Complete exit loan counseling before you graduate if you have ever received a federal student loan at UND. Federal student loans include: Direct, Stafford, GradPLUS, Perkins and Nursing Loans. This requirement must be completed online at UND.edu/financial-aid, click on Forms Quick Links in the left navigation.
- Contact Career Services for assistance with your job search and career development.
- Purchase your cap, gown, and tassel from the UND Bookstore if you plan to participate in the commencement ceremony. Master's and doctoral candidates will also need to purchase a hood (see information for doctoral students below).
- Order graduation announcements and your class ring from the UND Bookstore (optional).
- To ensure that you receive your diploma, please update your home address and phone number on Campus Connection within 10 days following graduation.
- To request disability accommodations for the commencement ceremony, contact the Office of Ceremonies and Special Events at (701) 777-2724.
- Keep in touch with other University alumni through the UND Alumni Association at 1-800-543-8764 or www.undalumni.org.
• NOTE: The University of North Dakota reserves the right to deny the release of a student's diploma if that student has an outstanding accounts receivable balance in excess of $100. Questions can be directed to Student Account Services at (701) 777-3911.

INCOMPLETE GRADE POLICY

Registrar’s Academic Policy and Procedures Manual

http://und.edu/academics/registrar/academic-policy-procedures-manual.cfm#incomplete-policy

“It is expected that students will complete all requirements for a course during the time frame of the course. For reasons beyond a student's control, and upon request by the student or on behalf of the student, an incomplete grade may be assigned by the instructor when there is reasonable certainty the student will successfully complete the course without retaking it. The mark “I,” Incomplete, shall be assigned only to the student who has been in attendance and has done satisfactory work up to a time within four weeks of the close of the semester, including the examination period, and whose work is incomplete for reasons satisfactory to his or her instructor. Incompletes are entered on the final grade sheet. Incomplete grades convert to grades of “F” if a grade change is not submitted by the instructor within two calendar months after the month in which the course ends after the next semester of the regular academic year (fall or spring semester) or by an earlier date specified on the incomplete form by the instructor. An incomplete may be extended for up to twelve calendar months by submitting a petition to the Office of the Registrar with the approval of the instructor of the course and the Dean of the College offering the course for undergraduates and the Dean of the SGS for graduate students. An incomplete grade must be changed by twelve calendar months from the ending date of the class. An “I” may be converted as indicated above but cannot be expunged from the record. Students may not register in courses in which they currently hold grades of incomplete, except for courses that allow repeated enrollment. A student will not be allowed to graduate with an unconverted incomplete grade on the academic record.”

CURRICULAR POLICIES

Retention of Student Examination and Graded Course Materials

Tests and student papers are to be kept in the instructor’s possession for the current fiscal year plus an additional year. After that period of time, tests and papers will be shredded.

Petition Regarding Course or Program Requirements

The first step in resolving any difference in adherence to standard policy is to talk with the respective faculty member. Most concerns can be met that way. Sometimes there are unique requests affecting a student’s performance or progression, which require a more formal approach. In those instances the College follows the SGS process for resolution of petitions.
SCHOOL OF GRADUATE STUDIES GRIEVANCE AND ACADEMIC APPEALS PROCESS

http://graduateschool.und.edu/policies-and-procedures/grievance-policy.cfm

An "academic grievance" is a statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, and quality of instruction) which is thought by the student to be unfair.

Academic issues subject to grievance procedures differ from those subject to the academic petition process. If a student thinks that a petition has not been handled fairly, the student may initiate a grievance based upon unfair treatment, but not upon the substantive issue of the petition.

The grievance process available to graduate students depends on the issue as follows:

**Grades**

An academic grievance involving the work in a course by a graduate student shall be resolved by the process prescribed by the college or school in which the course is offered. The process must commence with a discussion between the student and the instructor.

**Issues Involving School of Graduate Studies Policies and Procedures**

Resolution of all other grievances by graduate students shall commence by discussion between the student and the party against whom the grievance is lodged. In the absence of resolution by such discussion, the grievance may be advanced by either party beginning at the next level and continuing as necessary through the persons/units/committees in the following sequence: a) advisor or advisory committee; b) the person assigned administrative responsibility for the graduate program in which the student is a major, i.e., Graduate Program Director or in the absence of such a person, the Department Chairperson; c) the Dean of the SGS. Decisions of the Dean of the SGS may be appealed. The UND Graduate Committee serves as the appellate body for grievances related to academic decisions made by the Dean of the SGS. The following Guidelines are provided for individuals wishing to file a grievance involving SGS Policies and Procedures. Please note that the most current version of this policy is on the SGS web site and that the most recent version of these Guidelines supersedes earlier versions.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The University of North Dakota requires all its employees to comply with all Family Educational Rights and Privacy Act, as amended. It is good for our students; it's good for us; and it's the law. Whether you are faculty, staff, or students, maintaining the confidentiality of our students' records is everyone's responsibility.

The Office of the Registrar hopes the following will help you better understand FERPA and feel comfortable dealing with student privacy issues. Please contact our office if you have any questions.
WHAT IS FERPA?
"A federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

BRIEF OVERVIEW OF FERPA
Student education records are considered confidential and may not be released without the written consent of a student.

As a staff or faculty member with access to these records, you have the responsibility to protect them while in your possession.

Some information is considered public (directory information) and may be released without the student's written permission. However, the student has the right to restrict this information as well. Do not release directory information without checking to be sure it is not restricted. If you do not know how be sure to call the Office of the Registrar for more information.

Access to these records in for legitimate educational interest only, for the purposes of completing your responsibilities as an employee of the institution acting in the student's educational interest.

If you are in doubt about releasing student information, DO NOT release the information until you have contacted the Registrar's Office at 777-2711

THE BASICS OF FERPA
College students must be permitted to inspect their own education records.

School officials may not disclose personally identifiable information about students nor permit inspection of their records without written permission unless such action is covered by certain exceptions permitted by the act.

WHAT ARE THE STUDENTS RIGHTS?
The right to respect and review their education report.

The right to seek amendment to those records and in certain cases, append a statement to the record.

The right to limit disclosure of personally identifiable information contained in their record.

The right to file a complaint with the U.S. Department of Education.

WHAT IS PERSONALLY IDENTIFIABLE INFORMATION?
The name of the student, the student's parent, or other family members.

The student's address.

A personal identifier (such as a social security number or ID).
A list of personal characteristics or any other information which would make the student identifiable.

WHAT ARE EDUCATIONAL RIGHTS?

ANY record, file, document or other material (handwritten, tape, disks, film, etc.) which contains information directly related to a student's academic progress, student financial information, student worker information, medical condition or personal interest item. IT IS MORE THAN JUST THE ACADEMIC RECORD, and is NOT confined to the student's file in the Registrar's or college office and may include, but not limited to:

- A document with the student's name and ID.
- Personal information.
- Grades.
- Schedules.
- Tests and other graded projects.
- A computer printout.
- A class list.
- A computer display screen.
- Notes taken during an advisement session.

WHAT ARE NOT EDUCATIONAL RIGHTS?

Sole Possession Records: Records (desk drawer notes) of instructional, supervisory and administrative personnel kept in the sole possession of the maker of the record and not revealed to anyone other than the maker's temporary substitute.

Law Enforcement Unit Records: Records of our campus law enforcement unit created and maintained separately and used solely for law enforcement purposes.

Employment Records: Records relating to persons who are employees. NOTE: Records of individuals who are employed as a result of their status as students (work-study) are education records

Doctor-Patient Privilege Records: Records kept and maintained by a health care professional, used solely in connection with treatment and disclosed only to individuals providing treatment.

Alumni Records: Records created by an institution after a student has left the institution.

WHAT IS WRITTEN CONSENT?

UND shall obtain written consent from students before disclosing any personally identifiable information from their education records. The written consent must:

- Specify the records to be released
- State the purpose of the disclosure
- Identify the party or parties to whom disclosure may be made
- Be signed and dated by the student and retained
DIRECTORY INFORMATION

- Information not normally considered a violation of a person's privacy
- Students must be notified of the items of directory information
- Students must be given the opportunity to request that directory information not be released. The right of non-disclosure applies to directory information only.
- If in doubt, don't release any information and contact UND's Registrar’s Office for guidance.

WHAT IS DIRECTORY INFORMATION AT UND?

- Name (all names on record).
- Address (all addresses on record).
- E-mail address (all electronic addresses on record).
- Phone number (all phone numbers on record).
- Height, weight, and photos of athletic team members.
- Date & place of birth.
- Major field of study (all declared majors).
- Minor field of study (all declared minors).
- Class level.
- Dates of attendance.
- Enrollment status (full time or part-time).
- Names of previous institutions attended.
- Participation in officially recognized activities and sports.
- Honors/awards received.
- Degree earned (all degree earned).
- Date degree earned (dates of all degrees earned).
- Photographic, video, or electronic images of students taken and maintained by the institution.

WHAT IS LEGITIMATE EDUCATIONAL INTEREST?

- A "legitimate educational interest" is when a faculty, staff or other school office is:
  - Performing a task that is specified in their position description or contract
  - Performing a task related to a student's education or to a student discipline
  - Providing a service or benefit related to the student
- It DOES NOT include
  - Accessing information for any other purpose
  - Viewing previous records/grades to see how a student performed
  - Viewing a relatives (son/daughter/spouse etc....) academic record to find out how they did in class
Examples of "legitimate educational interest" include:
  - Faculty / staff on committees (retention committee, scholarship committee, etc...)
  - An academic advisor who needs to review a student's educational record to determine what courses have been and/or need to be completed

ALL RECORDS OF ALL STUDENTS are not open to all faculty or staff at the institution.

WHO ARE SCHOOL OFFICIALS?
A school official can be a person:

- Employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement and health staff personnel)
- Elected to the Board of Trustees
- Or company employed by or under contract to the college to perform a special task such as the attorney, auditor, or collection agency
- Or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks

WHAT ARE PARENTAL RIGHTS UNDER FERPA?

- When a student reaches the age of 18 or begins attending post-secondary institution regardless of age, FERPA rights transfer to the student
- Parents may obtain non-directory information when their student has provided a signed consent to the institution.
- Parents may obtain non-directory information (grades, GPA, etc.) only at the discretion of the institution and after it has been determined that their student is legally their dependent
- Parents may obtain directory information only at the discretion of the institution.

FORMS
FERPA release forms may be found at:

Revocation of FERPA release forms may be found at:

PHOTOCOPY REQUESTS
Students needing a copy of any academic information (this does not include verifications) from their files must submit a written request to the Admissions Records & Advising Associate, Room 308. The cost is 50¢ for the first page, 10¢ each additional page. Allow 3-5 days for pick-up
COURSE AND CLASSROOM REQUIREMENTS

Course Syllabus
At the first class session, a course syllabus is reviewed. For online courses, the instructor will meet with the students to review the course syllabus. The syllabus stipulates course policies, grading standards, and academic expectations of the course. Students are expected to be self-directed in completing the required readings and coming to class prepared to participate in the class learning experience. All course syllabi are posted via Blackboard (on the university website). The syllabus is a formal contract between the course instructor and the students.

Textbooks
Required and recommended textbooks for each course are listed in the syllabus. Books are available through the UND bookstore.

Attendance Policy Statement CNPD – Policy 242
Students are encouraged to attend all regularly scheduled meetings of courses for which they are registered and are responsible for meeting course objectives.

Classroom Etiquette
- Arrive to class on time
- Perform a pre-flight check of each computer to be used in the online class.
- Use camera and headset for full participation.
- Participate in class discussions: Students are expected to respect the opinions of all class participants and to dialog in a professional and respectful manner.
- Use professional language in class and in email communication: Students are required to refrain from using offensive or foul language in class.
- Stay the entire class: Students are expected to remain engaged in classroom activities until the class has concluded.

Make-Up Exams
A time and place for make-up exams will be scheduled between the professor and the student in accordance with the course syllabus. Students are required to do the makeup examination at this scheduled time and place with no exceptions. Students who violate the academic honesty policy will be dismissed from the CNPD.

Reference Manual for Writing Papers
The American Psychological Association (APA) Format is to be used for the CNPD scholarly course requirements. The most current edition of the APA text must be used.
ACADEMIC DISHONESTY POLICIES

Academic dishonesty includes, but is not limited to cheating on a test, plagiarism, and collusion. Cases of dishonesty may be treated as an academic matter or as a disciplinary matter at the discretion of the instructor.

The instructor may reflect the incident of dishonesty through the assignment of the student’s grade in the course. If the student has a grievance related to this action, the grievance would be directed to the college or school in which the course is housed. The grievance is processed according to the rules of the college or school and as outlined in IIIa-2 of the Code of Student Life found at: http://und.edu/student-affairs/code-of-student-life/appendix-iiia.cfm.

Alternatively, the instructor may refer the case as a disciplinary matter to the Dean of Students. The Dean of Students may further refer the case to the Student Relations Committee for action under Section 2 and Appendix VII of the Code.

Academic Integrity

Cheating, plagiarism, and any other acts of dishonesty will be dealt with in accordance with UND policy as described in the Code of Student Life. Scholastic dishonesty may result in failure of the course.

Scholastic dishonest issues are outlined in the UND Code of Student Life (Sec.3-3) and include, but are not limited to: cheating on a test, plagiarism, and collusion. For this course the policy is clearly NO TOLERANCE; we uphold behaviors reflective of individual responsibility, mutual trust, professional values, and standards. If ever a question, an observing student peer must clarify with the faculty the appropriateness of observed behaviors that may violate this statement. Any infractions will result in failure of the assignment, a maximum grade achievement of “C”, and/or failure of the course.

Specific examples in the Code include the following:

- Copying from another students’ test.
- Possessing or using material during a test not authorized by the person giving the test.
- Collaborating with or seeking aid from another student during a test without permission from the instructor.
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an un-administered test.
- Substituting for another student or permitting another student to substitute for oneself to take a test.
- Bribing another person to obtain an un-administered test or information about an un-administered test.
- Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another person’s work and the unacknowledged submission or incorporation of it in one’s own work.
• Collusion means the unauthorized collaboration with another person in preparing any academic work offered for credit.

HARASSMENT POLICY

Harassment is the unacceptable behavior, which can range from violence and bullying to more subtle behavior. It subjects an individual or a group to unwelcome attention, intimidation, humiliation, ridicule, offense or loss of privacy. It is unwanted by the recipient and continues after an objection is made. Harassment may take the form of oral, written, graphic, or physical conduct that is related to an individual's or group's protected class. This includes gender, race, national origin, color, disability, or other protected classes. Harassment based on sex, marital status, pregnancy, age, race, ethnicity, disability, or sexuality is a form of Unlawful Discrimination (http://www.und.edu/dept/aaو/newharrassment.htm).

ACCOMMODATION:

Any student who needs an accommodation in order to complete course requirements should be registered with Disability Services office at UND. If you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, or if you need accommodations in this course because of a disability, please make an appointment with me within the first week of class. Disability Support Services (701)777-3425 (voice/TTY)

HIPAA – HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT STUDENT GUIDELINES

Upon admission students are granted access to a system where they may access information and a quiz on HIPPA laws and regulations (see below). Students will receive specific instructions prior to their first semester courses on how to access this site.

A Federal law, known as "HIPAA" (the Health Insurance Portability and Accountability Act of 1996) requires health care providers to implement a comprehensive approach to protect the privacy of personal health information (PHI). There are nine parts to HIPAA, but our immediate compliance will focus on three areas:

Privacy Rule:

The Privacy Rule regulates the use and distribution of identifiable health information and gives individuals the right to determine and restrict access to their health information. Compliance with HIPAA's privacy regulations will be required. Substantial penalties, both civil and criminal, may be imposed for non-compliance.

Security Rule:

The HIPAA Security Rule mandates that reasonable and appropriate technical, physical, and administrative safeguards be implemented with electronic identifiable health information. We must ensure the confidentiality, integrity, and availability of all electronic protected health information we create, receive, maintain or transmit.
Transactions and Codes:

HIPAA requires DHHS to adopt standards to facilitate Electronic Data Interchange (EDI). HIPAA transaction standards apply to any health care provider that transmits any health information in electronic form. A summary of the act and additional detail can be found at http://www.cms.hhs.gov/TransactionCodeSetsStands/.

How does HIPAA Impact UND and the CNPD?

HIPAA has impact on UND and the CNPD in several ways. Patient/client records, human subject research records, and marketing demographics contain personal health information as identified in the HIPAA privacy regulation.

The person responsible for our HIPAA compliance is the Dean of the CNPD, and all compliance aspects are coordinated by the HIPAA College Compliance Officer. For additional information or assistance, contact HIPAA Compliance Office at 701-777-4174.

Additional information about HIPAA can be found at:
http://www.cdc.gov/mmwr/preview/mmwrhtml/m2e411a1.htm
http://www.hhs.gov/ocr/privacy/

CHEMICAL IMPAIRMENT POLICY - POLICY 238

The University of North Dakota, CNPD, recognizes that chemical impairment is an illness and should be treated as such. This policy regarding chemical impairment is based on the American Association of Colleges of Nursing task force assumptions and principles. The general assumptions and principles used in developing this policy as follows:

- Chemical impairment compromises both the educational process and safe patient care.
- Chemically impaired persons need help to recognize the consequences of their substance use.
- Addiction is a treatable illness and rehabilitative and therapeutic approaches are affective in facilitating recovery.
- Individuals with chemical impairment should receive opportunity for treatment in lieu of, or before, disciplinary action.

IDENTIFICATION:

Identification of impairment, possibly due to substance abuse, should be based on a pattern of quantifiable behaviors such as: poor grades, significant decline in GPA, slurred speech, motor incapacities, absenteeism or any pattern of impairment in an individual’s ability to meet to meet standards of performance, competency and safety in the classroom or clinical area.

REPORTING:

When a faculty member or preceptor becomes aware of suspected chemical impairment she/he will:
- Remove student from the clinical site or classroom.
- (Refer to Clinical Removal Policy if indicated).
- Confront the student immediately with observation of behavior.
- Document the discussion, place in student medical file, and report it to the appropriate line of authority
- If chemical impairment is suspected, intervention is indicated.

**Intervention**

To insure privacy of the suspected impaired student, any intervention will be conducted in a strictly confidential manner.

- The student will be referred to the University of North Dakota Counseling Center for an evaluation by a licensed addiction counselor at no cost to the student.
- If chemical abuse is identified, the student will be referred to the University of North Dakota Counseling center for their chemical abuse education program.
- Documentation of intervention will be placed in student’s medical file.

**Outcomes**

- Students unable to make appropriate professional judgments meet clinical/course objectives or who demonstrate unsafe behaviors will be dismissed from the CNPD.
- Continued progression within the curriculum is dependent upon the student meeting course.

**SOCIAL NETWORKS:**

Professional conduct extends to all forms of social networks, including Facebook, MySpace, You-Tube, texting, emailing, photographing, videotaping and any other means of communication. Students must follow HIPAA guidelines when dealing with information about clients and patients. Students must also follow privacy laws when exposed to information about other students, faculty, staff, and others whom students meet during their time at the CNPD. Students and others may not save or broadcast information in any form without written release by the individuals involved and the agencies identified. Permission prior to recording or taping must be obtained. Failure to follow these rules may result in administrative action, including dismissal from the CNPD. Disrespectful behavior by students towards other students, faculty, staff, patients, clients, agencies, etc. will not be tolerated.

**EXPOSURE CONTROL PLANS/HAZARDOUS COMMUNICATIONS AKA RIGHT TO KNOW (CNPD)**

The University of North Dakota, CNPD, is committed to providing as safe a working environment as possible and believes that students have a right to know about health hazards associated with their work. In order for students to make knowledgeable decisions about any personal risk encountered, the Exposure Control/Safety Plans include policies and procedures
which are designed to develop awareness of potentially hazardous blood borne pathogens, tuberculosis and general safety issues in the work place, and to provide a knowledge base for appropriate and safe work practices.

All students will have access to pertinent safety information through clinical experiences, course work, and in written form in the Exposure Control Plans. When safety concerns arise, students are encouraged to contact their course instructor.

The Exposure Control Plans are available in the offices of the Business Officer and Department Chairs as well as in the Clinical Resource and Simulation Center. It is important that students become familiar with the post-occupational exposure procedures in affiliating agencies as well as the CNPD in the event they experience an exposure to diseases or safety hazards which could be detrimental to their health during their nursing class or clinical experiences.

**OSHA GUIDELINES**

Occupational Safety and Health Administration (OSHA) training is handled in the appropriate classroom/course with a presentation and short test. Faculty will provide a compliance/completion report to Beth Toay, Nursing Building Room #205. It is the intent of the CNPD, University of North Dakota faculty, staff and students, to conform to the Exposure Control Plans for UND and those of affiliated agencies and clinical sites, as well as to the requirements of local, state and federal laws and the Centers for Disease Control and Prevention (CDC) guidelines relating to minimizing the possibility of exposure to bloodborne pathogens. Specifically, the standards of the Occupational Safety and Health Administration (OSHA) will be adhered to by faculty, staff and students of the CNPD.

**STUDENT POLICY FOR BLOODBORNE PATHOGENS – POLICY 254**

It is the intent of the University of North Dakota (UND), College of Nursing of Nursing and Professional Disciplines (CNPD), faculty, staff and students, to conform to the Exposure Control Plans for UND and those of affiliated agencies and clinical sites, as well as the requirements of local, state and federal laws and the Centers for Disease Control and Prevention (CDC) guidelines relating to minimizing the possibility of exposure to Bloodborne pathogens (BBP). Specifically, the standards of the Occupational Safety and Health Administration (OSHA) will be adhered to by faculty, staff and students of the CON.

Students may not refuse to care for those infected with Bloodborne pathogens without sound medical reason to do so. Students, who are infected by one or more of the BBPs, will be reasonably accommodated by the College of Nursing to allow continuation of their education. Determinations relating to provisions in this paragraph will be made on an individual basis, in accordance with current medical practice and/or U.S. Public Health Service (CDC) guidelines. It is the responsibility of the student to notify his/her clinical instructor of any special circumstances he/she may have which would affect clinical assignments.
In the event of an exposure, it is the student’s responsibility to inform his/her instructor, preceptor and/or agency contact person as soon as it is safe to do so. Students are required to comply with reporting requirements (procedure 128a).

**BLOODBORNE PATHOGEN POST EXPOSURE PROTOCOL (128A)**

**Policy Number:** 128a  
**Policy Name:** Procedure: Bloodborne Pathogen Post-Exposure Protocol  
**Reviewed by:** Nursing Graduate Council  
**Last Review Date:** 12/07/12  
**Date:**

**Procedure: BLOODBORNE PATHOGEN POST-EXPOSURE PROTOCOL**  
In the event that you are exposed to bloodborne pathogen **IMMEDIATE ACTION IS REQUIRED.** Exposure incidents include:

- Percutaneous injury: needlestick, cut, or laceration
- Mucous membrane: blood or body fluid splash
- Nonintact skin: dermatitis, hangnail, abrasion, chafing, etc.
- Parenteral: includes human bite that breaks skin
  
  **Intact skin:** when the duration of the contact is prolonged (several minutes or more) or involves an extensive area  

**You must follow the steps below:**

1. Clean the site where exposure occurred. Wash needlesticks and cuts for 10 minutes with soap and water or a known disinfectant against HIV. For splashes to the nose, mouth, or intact skin, flush the area for 10-15 minutes with tap water, sterile water, or sterile saline. Irrigate eyes with tap water, saline, or sterile irrigants for 10 minutes.
2. After cleaning, notify your clinical instructor or preceptor. Do not waste excessive time attempting to contact one of these people. Notify a staff person if unable to locate your clinical instructor or preceptor. Also notify the unit supervisor and the agency infection control or occupational health nurse.
3. Assure the source patient’s name and medical record number is recorded.
4. Report to the nearest health care facility immediately for medical evaluation and post exposure management. You will be evaluated for exposure to bloodborne pathogens. Post-exposure prophylaxis may be recommended. **Time is of the essence.** You have a window of time to begin this medication. This time factor is why it is urgent that you report for care promptly after an exposure.
5. The source patient may need to be tested for HIV, Hepatitis B, and Hepatitis C. Post-exposure prophylaxis can be taken for the time period it takes to determine the source person’s HIV status. Permission must be obtained.
6. If you have not yet notified your clinical instructor, continue to attempt to do that or notify an administrator in the College (Department Chair, Vice Dean, or Dean). You will need to complete any agency, CNPD, and UND documentation.

7. The cost of your care will be borne by you or your insurance. Students are to read this protocol and sign annually stating they have read and understand the protocol. Documentation is sent to the Risk Management Officer in the Dean’s Office.

Approved by Executive Council 8/25/06; 9/07/09
Nursing Graduate Council 12/07/12
Nursing Faculty 01/18/13

National Clinicians’ Post-Exposure Prophylaxis (PEP) Hotline: Available for emergency calls.
1-888-448-4911 (9am-2am EST, seven days a week)
http://nccc.ucsf.edu/clinician-consultation/post-exposure-prophylaxis-pep/

STUDENT RESOURCES

POLICY ON BREAST FEEDING ON CAMPUS

Breast feeding is the recommended method of infant feeding because it is associated with scientifically documented health benefits for both mothers and infants. The University, therefore, supports the breast feeding efforts of its students, faculty, and staff. Students, faculty, and staff are welcome to breast feed their infants on the University campus. Safety concerns and avoiding disruptions to regular classroom activities should always be considered. Mothers of crying infants should provide the usual courtesy by caring for the infant outside the classroom. Environments posing a potential hazard to infants, such as (but not limited to) science laboratories, should be avoided.

LACTATION LOUNGE

A lactation lounge is located in Room 204 A (in the Graduate Reading Room) in the Department of Nursing and in room 390 of the Northern Plains Center for Behavioral Research.

ND LICENSING POLICY FOR STUDENTS LICENSED THROUGH A STATE BOARD OF NURSING – POLICY 211

- Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) applying to the College of Nursing and Professional Disciplines must have a current U.S. license in good standing.
- All RN and LPN students must provide proof of current U.S. licensure to the CNPD upon admission and annually by every January 15th.
o LPN & RN-to-BSN students must provide verification of continued unencumbered licensure to the Admissions, Records and Advising Associate by January 15th of each year.

o RN-to MS students must provide verification of continued unencumbered licensure each year by January 15th to the Graduate Student Services Specialist.

- It is the student’s responsibility to inform the CNPD of any change in the status of her/his license by submitting a copy of the Board Order to the appropriate Associate Dean. Those students who do not will be subject to disciplinary action.

- Should an individual’s RN or LPN license become encumbered, suspended, or revoked while enrolled in the College of Nursing, that student may be barred from research contingent upon the nature of the encumbrance and CNPD resources to supervise these students.

- The appropriate Associate Dean will inform the appropriate Department Chairperson of the change in license status of the student. The Department Chairperson will determine in consultation with the Associate Dean and appropriate faculty, whether or not the student may enroll or continue enrollment in a clinical course.

**ESSENTIAL DOCUMENTS**

Included in the Handbook are the College Mission Statement, Nursing Philosophy, and Baccalaureate Nursing Program Objectives; as well as some policies and information that will be useful to you during your educational experiences.

Additionally, the following documents are important for you to be familiar with and will assist you in your college career in nursing:

**The Code of Student Life.** Outlines the rights and responsibilities of citizens of the University community and expected levels of conduct. This is posted on the UND website.

**Academic Catalog.** This is available at Enrollment Services in Twamley Hall, and on the UND web pages.

**Schedule of Classes.** This is available each semester on the UND website and from CampusConnection.

**American Nurses Association Code of Ethics.** This is available at the University Bookstore and Library of the Health Sciences.
APPENDIX A- MAJOR ADVISOR GRADUATE STUDENTS POLICY 609

Policy Number: 609
Policy Name: Appointment and Change of Major Advisory Committee or Major Advisor for Graduate Students
Reviewed by: Graduate Council
Last Review Date: 05/06/2011

Policy:
The selection of Major Advisor and members of the Major Advisory Committee should be a student decision, informed by the unique knowledge, skills and expertise required to achieve desired outcomes for each individual project.

In the event that the student determines the need for a change in Major Advisor or member(s) of the Major Advisory Committee, it is the student’s responsibility to communicate the basis for the change to all parties involved. The rationale for communication of Advisory Committee change is that each member agrees to serve on a committee with a clear understanding of the unique contributions they are expected to provide. Change in committee membership requires reclarification of the contributions of all committee members that result from the change in committee configuration.

Procedure:
The procedure for selection of a Major Advisor or Major Advisory Committee Membership is as follows:

1. The student must complete and submit the Advisor or Committee Appointment Request, which is found on the University Graduate School website. Once completed, the form is submitted to the Associate Dean of Graduate Studies (Masters' students) or PhD Program Director (PhD Students), as appropriate.
2. The Associate Dean of Graduate Studies (Masters’ students) or PhD Program Director (PhD Students) approves the appointment(s) and forwards the appointment to the Dean of the Graduate School.
3. The Dean of the Graduate School officially notifies the Associate Dean of Graduate Studies, the Committee/Advisor, and the student, of the appointments.
4. A copy of the appointment is placed in the student's file.

The procedure for change in Major Advisor or Major Advisory Committee Membership is as follows:

1. Obtain the required forms.
   a. All students: Advisor or Committee Appointment Request (Change) Form, which is found on the University Graduate School website.
   b. PhD students: Change in Doctoral Committee Form
   c. Masters students: Change in Thesis Committee/Independent Study Advisor
2. Discuss the change in committee membership with both outgoing and incoming committee members, including the rationale for the requested change.
3. Complete the required forms as directed, seeking signatures from the committee member to be replaced (if possible) as well as all committee members of the revised committee.
4. Return the completed forms to the Graduate Student Specialist for the Associate Dean of Graduate Studies.
5. The Associate Dean of Graduate Studies will notify the UND Graduate School, which will officially approve the request.
6. The final oral defense of the thesis or dissertation or final submission of the independent study will not be held until at least 28 school days after the effective date of these changes.
APPENDIX B – SUGGESTED GUIDELINE FOR NON-THESIS INDEPENDENT STUDY

Students have two options for the non-thesis Independent Study: 1) a manuscript prepared for a peer-reviewed journal, or 2) an independent study (IS) paper. Students in the CRNA, FNP, AGNP tracks should work with their Track Directors for track specific IS guidelines. All other tracks should follow the guidelines noted below.

Note: If you are developing a journal manuscript for your independent study, follow the guidelines/format required by that specific journal. (When you submit it to the CNPD Graduate Office, include the title page and permission page included in this document.) Also, consider adding your advisor and/or additional experts as co-authors on your paper as they have contributed their time and expertise. It may also increase the likelihood that the paper will be published.

PRESENTATION GUIDELINES:
A permission page allowing for reproduction of the student’s work for scholarly purposes must be included and should follow the title page of the student’s Independent Study. Examples of the title page and permission page are included in this document. For the references, in-text citations, abstract page, etc., students should follow the current APA format. Times New Roman or similar font is acceptable, with 12-point font size. The same font must be used throughout the paper. Smaller fonts may be used for tables, appendices, etc.

Any quality of white paper is acceptable. The weight and color of the paper must be uniform throughout.

The Independent Study is a reflection of the student, the student’s advisor, the CNPD, and ultimately the University of North Dakota. It is expected that the student’s work will be neat and careful. Final approval of the Independent Study must be obtained from the student’s permanent faculty advisor. Be aware that your Independent Study may require multiple revisions, so please plan accordingly.

Following final approval of the Independent Study, the student should take the paper, including the signed permission page, for binding. A soft cover binding with a clear plastic cover on front and a black back is suggested. One bound copy must be given to the Department of Nursing Graduate office and a second bound copy is given to the student’s advisor.

CONTENT GUIDELINES:
The following guidelines apply if you are completing an Independent Study paper (NOT the manuscript option). Include the following sections as appropriate:
ABSTRACT
Approximately 150- 250 words
The abstract should be in narrative style and include 1) a brief description of the nature of the problem or study, 2) the procedure or methodology that was followed, 3) the results, and 4) nursing implications.

INTRODUCTION
Approximately 2-3 paragraphs
The clinical question addressed should be clearly specified. Identify the scope of the topic/issue. How many people are affected by it and how pervasive is it? This section sets the stage for the study. It presents the rationale. It should tell the reader why it is important to do the study, and what will be gained from doing this study.

PURPOSE
Approximately 2-3 paragraphs
The purpose specifically delimits the focus of the Independent Study. It flows from the clinical question that is proposed, specifies the topic under study and should be directly linked to the significance of the problem. A brief description of how the problem will be addressed to improve clinical practice or effect change in practice must be included, as this is the ultimate goal of the project. It should be clear that the proposed “deliverable” is based on current, reputable evidence synthesized from the literature.

SIGNIFICANCE
Approximately 3-4 paragraphs
This flows from your literature review and conceptual framework. This is a brief, concise summary of conclusions from current background information. What is the problem? What do we know about it, or not know about it? Why is it an important problem?

Significance includes both practical/clinical significance of the proposed study and Substantive/theoretical significance. You need to answer the following questions:
How would nursing science and practice be influenced by the study? Of what importance is this work?
What will the results from this study add to the literature?

THEORETICAL FRAMEWORK
Approximately 2-3 pages
Describe the conceptual basis for the study. The conceptual framework may be used to frame a solution to a problem or answer a question. Remember that a physiological framework may be the most appropriate for some of the proposed areas of study.
DEFINITIONS
Define any terms that may have ambiguous or multiple meanings. Define the population involved and any concepts included in the purpose and/or clinical question.

PROCESS
Approximately 1-2 pages
This section describes the details regarding your “deliverable”. This includes the approach you used to guide your comprehensive review of the literature (e.g. search terms, search engines, and limits to the search) and how this new information will be used to change practice. This section should include a description of the target audience, the project itself, implementation of the project, and how it was evaluated.

E.g. how will you go about effecting a change in clinical practice as a result of this project? Who did you consult as an “expert” to review your project and provide recommendations?

REVIEW OF THE LITERATURE
(Approximately 10 pages, including critical analysis of at least 15 articles)
This section logically presents the reasoning upon which the proposed project is based. It provides the perspective from which the student author views the problem. Usually, one has an idea from clinical experience or from readings about the clinical issues in the topic to be studied.

The review of related literature should be comprehensive (not necessarily exhaustive), and provide information about what is already known about the problem and what is not known (i.e., the gap in knowledge). Summarize the nature of the evidence you are including in your review. The review of literature often includes clinical guidelines, meta-analyses, review papers, data-based research papers and case studies. The use of primary sources is expected. If citing meta-analyses, review papers or other sources that are not data based, limit citations to the findings/conclusions of the authors.

The literature should be critiqued, not merely described. When critiquing studies, it is useful to state the number of subjects, to describe the research design, to note whether it was a prospective or retrospective study, and, as appropriate, note relevant characteristics of the sample such as age range or gender, and the site of the research. The reader needs to have enough information to know what the results of the study were and how much credibility to assign these results. When several authors have studied the same topic, it is useful to discuss where they agreed, where they disagreed and to surmise why disagreements have occurred. For example, one might have been a prospective study and the other a retrospective study in which memory was a likely factor.
Finish this section with a summary of the main points gleaned from the literature, identifying shortcomings and strengths of previous work, and noting linkages and gaps. Think of the various threats to internal validity and limitations in regard to generalization of results as you are reviewing studies.

**APPROXIMATELY 4-6 PAGES TO INCLUDE...**

**Interpretation** - This section of the independent study is your interpretation and analysis of the evidence as they relate to your project (your review of literature/theoretical framework). This is the "so what?" part of the study. Often the most difficult part. BE SURE YOU ALLOW YOURSELF TIME TO DO JUSTICE TO THIS PART OF THE PAPER.

**Outcome/Dissemination** - Provide a summary of the deliverable product, results of your evaluation, and rationale for how you determined its effectiveness.

**Implications for Nursing** - Conclude with a review of nursing implications and address the following topics:

- Practice
- Education
- Policy
- Research - Recommendations for further studies or investigations needed

**SUMMARY/CONCLUSIONS**
Approximately 1-2 pages

**REFERENCES**
The number of references should be significant; as they represent the current evidence upon which you are basing your project (20 to 30 references are suggested). You should include only items that are referred to in the body of the paper. This is not a bibliography list, and you will probably have read far more than you cite.

Be sure the majority of references have been published in the past 5 to 10 years. Classic, older articles may be used for the introduction of the topic.

**APPENDICES**
Include a copy of “product/deliverable” as appropriate: ppt presentation, educational materials, questionnaire, and small version of poster

Effective Summer 2011
THE SKY AND THE PRAIRIE

by

Jane N. Doe

Bachelor of Science in Nursing, University of North Dakota, 2007

An Independent Study

Submitted to the Graduate Faculty

of the

University of North Dakota

in partial fulfillment of the requirements

for the degree of

Master of Science

Grand Forks, North Dakota

April

2010
PERMISSION

Title:

Department: Nursing

Degree: Master of Science

In presenting this independent study in partial fulfillment of the requirements for a graduate degree from the University of North Dakota, I agree that the CNPD of this University shall make it freely available for inspection. I further agree that permission for extensive copying or electronic access for scholarly purposes may be granted by the professor who supervised my independent study work or, in her absence, by the chairperson of the department or the Dean of the School of Graduate Studies. It is understood that any copying or publication or other use of this independent study or part thereof for financial gain shall not be allowed without my written permission. It is also understood that due recognition shall be given to me and to the University of North Dakota in any scholarly use which may be made of any material in my independent study.

Signature ____________________________

Date _____________________________
APPENDIX C – GRADUATE PROGRAM COURSE APPROVAL FORM

COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES

GRADUATE PROGRAM

Course Approval Form

N590 Directed Studies/N591 Readings in Nursing

Student’s Name: ____________________________  Student’s ID: ____________________________

Home Phone: ___________________  Work Phone: ____________  Cell Phone: ___________________

Catalog No. ___________________  Title: _____________________________________________

Number of Credits: ____________  Semester: __________________________________________

Beginning Date: ___________________  Ending Date: ___________________

1) OBJECTIVES OF STUDY:

2) METHODS BY WHICH YOU WILL ACHIEVE OBJECTIVES:

3) OUTCOMES (examples: a paper with references, log of experiences, research instrument, or data analysis):

Signatures:

____________________________________  Student  ________________________________

___________________________________________________________________________________

____________________________________  Instructor  ________________________________  Associate Dean for

Graduate Studies  ________________________________  Date  ________________________________

Masters of Science Programs in Nursing 2014-2015  Page 71
APPENDIX D – MASTER’S CHECKLIST

UNIVERSITY OF NORTH DAKOTA
COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES

Master’s Checklist

Upon admission to the Graduate Nursing program, completing the following tasks is required for all Master’s level students during tenure with the CNPD (this does not include those who are in a Post-Master Certificate track). The checklist does provide a general sequence of events for master’s students, but does not necessarily need to be done in order prescribed. Please note that in order to complete some items, previous items will need to have been completed. Specific instructions/details are listed for each item in the CNPD Graduate Student Handbook.

_____ Receive an advisor (assigned upon admission to the CNPD by the Associate Dean for Graduate Studies).

_____ Submit and complete all required CNPD verifications and requirements (please see the CNPD Policies and Procedures section of the Office of Student Services website for a complete list of requirements). Note: some verifications and requirements are yearly and others are a one-time requirement.

_____ File Program of Study (POS) with the CNPD. The CNPD Graduate Office of Student Services will forward it to the UND SGS. The POS should be completed during second semester of coursework, after major advisor is chosen.

_____ File Topic Proposal for Independent Study or Thesis with the CNPD, which will be forwarded to the UND SGS – must be filed at least one semester prior to when you wish to graduate.

_____ Advance to Candidacy – this will occur once your POS and Topic Proposal/Proposal of Thesis have been accepted by the UND SGS.

_____ Present at the UND SGS Scholarly Forum or other approved venue.

_____ Apply for Graduation – upon Advancing to Candidacy, the UND SGS with send you an application to apply for graduation. This needs to be completed and signed by your advisor and filed with the CNPD and the UND SGS.

_____ Submit a copy of Independent Study/Thesis to your major advisor and the CNPD Office of Student Services.

_____ Advisor completes and submits “Final Report on Candidate” to the CNPD and the UND SGS

** For a complete list of date and deadlines each semester, go to the UND SGS’s Website at:

http://www.graduateschool.und.edu/
APPENDIX E – TRANSFER OF GRADUATE NURSING CREDIT REQUEST

UNIVERSITY OF NORTH DAKOTA
COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES

Transfer of Graduate Nursing Credit Request

Part A: Student completes and submits a form for each Graduate Nursing course requesting to be transferred:

TO: UND Department of Nursing Graduate Office

FROM: Student Name: __________________________ ID #: __________________

Address ________________________________________________

Telephone #___________________________

Name/location of previous nursing program: ________________________________

REQUEST: I request to receive transfer of credit for the following nursing course. (Please use a separate form for each course, list course number and title. Attach syllabus, course description, overview, objectives, & topical outline.)

Course #: __________ Course Name: _____________________________________

Credits: _______ Grade Received: __________ Date Completed: ______________

Equivalent UND Course #: __________ Course Name: _________________________________

Part B: (For Office Use Only)

DEPARTMENT/FACULTY DECISION ON TRANSFER

The above course was considered for transfer as equivalent for UND Nursing Course # _______

Decision: Approve _____ Disapprove _____ Conditional Approval___________

Rationale/Conditions:

Signature of Graduate Director: __________________________ Date: _______________

Signature of Instructor: __________________________ Date: _______________
## APPENDIX F - BACKGROUND CHECK PRODUCT SERVICE INFORMATION

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationwide Sex Offender</td>
<td>Provides records from Sex Offender Indexes from all 50 states <em>(Sex Offender Registry)</em></td>
</tr>
<tr>
<td>Nationwide HealthCare Fraud &amp; Abuse Scan (FACIS III)</td>
<td>This is a search of disciplinary actions taken by federal agencies as well as those taken by licensing and certification agencies in all 50 states. This is the most comprehensive search method available. This includes OIG, GSA and other federal sources as well as state agencies. An individual may be the subject of adverse action by more than one agency for the same or different events. - FACIS (III)</td>
</tr>
<tr>
<td>Wants &amp; Warrants (Nationwide)</td>
<td>This is a search for any open arrest warrants for an individual. This search is a great search to perform to see if anyone might currently be wanted by the police on any matter. A database of records collected from various states, counties, and law enforcement agencies revealing if a person has an outstanding warrant; however, it is not all-inclusive. Should be followed up with a county criminal record search for re-verification to confirm the information reported.</td>
</tr>
<tr>
<td>Nationwide Criminal Records Database</td>
<td>The Nationwide Database is a key supplementary search which reveals criminal records in undisclosed locations and is complimentary to county searches. It includes information from the following sources: Proprietary Offender Data, Nationwide Sex Offender Database, AppAlert (Office of Foreign Assets Control - OFAC, the FBI Terrorist List and Federal/State/Local Wanted Fugitive Lists, Traffic Court, Department of Public Safety, seven years worth of information from the Administrative Office of the Courts and the Department of Corrections. This database contains over 150 million criminal records from 44 states and D.C. The age of the information and the type of information varies from state to state. - <em>Internal Database + National Background Data</em></td>
</tr>
<tr>
<td>Nationwide Federal Criminal Records</td>
<td>A federal crime is a violation of federal law or any crime committed on federal property. Federal laws govern crimes more severe in nature than those under the state jurisdiction. Federal criminal records are available nationally or by state. - <em>PACER (Public Access to Court Electronic Records)</em></td>
</tr>
<tr>
<td>County Criminal Searches</td>
<td>County criminal records are the most accurate and up to date records that exist. They are updated from the moment the clerk of court enters the information into the system. Certified Background maintains a network of over 12,000 <em>court researchers</em> that physically enter the courthouses to pull the records. County criminal records are considered to be the ideal method of attaining accurate and thorough criminal background information. County criminal searches take approximately 24 – 72 hours to complete.</td>
</tr>
<tr>
<td>Statewide Criminal Searches</td>
<td>A statewide criminal record investigation accesses a state maintained repository of criminal records that typically includes records from every county courthouse in a state. Statewide searches are not available in all states. The thoroughness of statewide criminal record searches varies from state to state.</td>
</tr>
<tr>
<td>Verifications (Professional License, Reference, Education, Employment)</td>
<td>In attempts to appear more qualified, applicants often falsify and embellish their resumes. In today's face paced environment, HR departments are overworked. By outsourcing verifications, employers are guaranteed that all verifications are thoroughly completed in a timely manner. Employment verifications detail former employers, dates of employment, job title and rehire eligibility. Education Verifications verify the highest level of education that the applicant completed. Reference verifications report the findings of in-depth interviews of an applicant's professional references. Professional license verifications confirm the existence of an applicant's license in a given field. Reports include the status of a professional license, the date of issuance, state of origin, complaints, suspensions, and the expiration date. - <em>Primary Source</em></td>
</tr>
<tr>
<td>Credit Report</td>
<td>A credit report summarizes the financial obligations of an individual. A credit report catalogs an individual's income range, debt to income ratio, public records, collections, current negative accounts, previous negative accounts, installment and revolving accounts, as well as address and employer information. - TransUnion</td>
</tr>
<tr>
<td>Residency History</td>
<td>A residency history is a search conducted using the IRB database that compiles information from various sources, including voting and property records, to arrive at a list of names and addresses that have been associated with a specific Social Security number. These past addresses provide a map to know which counties and states to search for criminal records that the applicant may have purposefully omitted, thus helping ensure a more thorough investigation of criminal records.</td>
</tr>
<tr>
<td>Social Security Trace</td>
<td>Verifies that the student's SSN is valid and is not associated with fraudulent activity (using the IRB database)</td>
</tr>
</tbody>
</table>
APPENDIX G-VERIFICATIONS/IMMUNIZATIONS POLICY

Policy Number: 247
Policy Name: Verifications/Immunizations Policy
Reviewed by: Nursing Faculty
Last Review Date: 10/25/13

In order to maintain the highest level of safety for our patients, students, faculty and staff in the College of Nursing and Professional Disciplines (CNPD), all students in the CNPD Department of Nursing are required to have current Immunizations and other verifications as a condition of enrollment.

All students admitted to the Nursing program are required to provide documentation of current immunizations verifications and health insurance to the CNPD approved vendor prior to beginning the Nursing program. Annual or periodic updates or re-certifications are required of all admitted students and must be completed prior to starting classes each semester and may not expire during the semester.

Requirements for health professionals are different than those recommended for the general public. Therefore, CDC guidelines for health care workers are followed, along with contracts negotiated with various agencies for clinical placement of students. Documentation of valid immunizations/tests must be on a health care agency form and signed by a licensed health care professional. Clinical agencies may have requirements which include verifications other than those required by the College of Nursing & Professional Disciplines. In those situations, students will be required to meet those individual agency standards prior to clinical placement, which may result in additional costs to students. The CNPD requirements for the Department of Nursing include but are not limited to the following:

Upon notification of admission:

- **Tuberculin testing:** Students must complete a, b, or c as follows:
  
  a. A negative two step TB test (TST). The two-step tuberculin test involves placement of a purified protein derivative (PPD) to test for tuberculosis. The first reading must be read by a health care professional within 48 – 72 hours after placement, and the area of induration must be recorded. The second PPD test step should be administered one to two weeks after the first test.

  b. Submission of two previous negative TB skin tests, within 13 months of each other.

  c. One Interferon-Gamma Release Assay (IGRA) test, which includes QuantiFeron TB Gold (QFT-G), QuanteFeron Gold in tube test (GFT-GIT) or T-Spot for TB (T-Spot)
along with any required follow-up, done prior to clinical within the past 12 months is accepted

**Students who are positive reactors must have a report of one negative chest x-ray on file and a statement signed by self and a health care provider, assuring absence of symptoms.** Once this documentation is submitted, yearly TST or IGRA is not required. Bacille Calmette-Guerin (BDG) vaccinated individuals who test positive by TST and negative by IGRA are not required to have a follow-up X-ray.

Additional information about the Tuberculin Skin Testing process can be found at: [http://www.cdc.gov/tb/publications/factsheets/testing/skintesting.htm](http://www.cdc.gov/tb/publications/factsheets/testing/skintesting.htm)

- **Measles, Mumps & Rubella (MMR):** Documentation of 2 doses of the vaccine or antibody blood titre documenting immunity is required. Students known to be pregnant will not be required to receive the rubella vaccine.

- **Varicella (Chickenpox) Immunization:** A history of varicella cannot be self-reported. Students must document 2 doses of the varicella vaccine, laboratory confirmation of immunity, or laboratory confirmation of disease, diagnosis or verification of a history of varicella disease by a licensed health care professional. If acceptable documentation of immunity cannot be provided and a titer does not confirm immunity, 2 doses of varicella vaccine will need to be administered again.

- **Hepatitis B Immunization:** 3 doses (at least the first dose given prior to beginning nursing classes) or an anti-HBS titre documenting immunity is required. Students may sign a waiver of declination to be vaccinated or tested. Students who refuse to have the Hepatitis B vaccine series may not be allowed to participate in clinical experiences in agencies where it is required. **It is important to note that the Hepatitis B series takes 4 to 6 weeks to complete; therefore if you have not had this series, you should begin this process as soon as possible to comply with this requirement.**

- **Health Insurance:** Students are required to provide their own health insurance coverage and are responsible for any medical expenses incurred while enrolled in the College of Nursing & Professional Disciplines. Written proof of individual insurance or signing of the “Assumption of Responsibility for Health Treatment” form is required. Students are responsible for updating this information.

- **HIPAA and OSHA training:** Students are required to complete HIPAA and OSHA training on admission.

- **Cardio-Pulmonary-Resuscitation Certification (CPR):** Students must provide proof of current CPR certification by the American Heart Association or American Red Cross in Basic Life Support for the healthcare provider. The only online course CPR course
accepted is the HeartSaver class through the American Heart Association. Certification training must include infant, child, and adult CPR as well as both 1- and 2-person CPR.

- **RN to BSN Program only: RN Licensure:** Proof of unencumbered licensure as a Registered Nurse in the state in which the student is licensed. Licensure must be updated as required by the State Board of Nursing schedule in the state in which the student is licensed.

**Updated annually (may not expire during the semester with the exception of influenza vaccination):**

- **Tuberculin Testing:** Evidence is required for one TB skin test per every 12 months (assuming the two-step TB skin test/IGRA was done initially), and evidence of required follow-up for a positive TB skin test**. (**exceptions to the annual TB skin test would be a documented history of a previously positive TB skin test. In that case, the individual must be assessed annually by their health care provider to rule out signs or symptoms of active TB disease and provide documentation. Or documentation of an annual IGRA?**

- **Seasonal Influenza Vaccine:** Must be completed annually in the fall/winter. Exceptions are allowed for those with the following medical contraindications only: egg allergy, history of Guillain-Barre within 6 weeks of influenza vaccination, and anaphylaxis after influenza vaccinations. A signed waiver from a health care provider must be provided in these cases. Students will receive an email in the fall semester to inform them of the deadline to receive the flu vaccine.

- **OSHA Training:** OSHA training is required annually. This includes completion of training and a completed quiz.

**Updated every other year**

- **Cardio-Pulmonary-Resuscitation Certification (CPR):** Students must maintain verification of current CPR certification by the American Heart Association or American Red Cross in Basic Life Support for the healthcare provider. The only online course CPR course accepted is the HeartSaver class through the American Heart Association. Certification training must include infant, child, and adult CPR as well as both 1- and 2-person CPR. Written documentation must include the expiration date of current certification. Renewal of CPR needs to be completed every 2 years.

**Liability Insurance:**

The University of North Dakota College of Nursing & Professional Disciplines provides liability insurance for all students—on or off campus—each semester they are enrolled in course work in
the College of Nursing & Professional Disciplines. Each undergraduate student is covered up to $1,000,000 for any one incident, and up to $5,000,000 as a total of all claims within one calendar year period. Students are not covered by this liability insurance during personal volunteer work, working for pay (including the Co-op experience), or during self-employment. The employing agency carries liability insurance for students in the Co-op experience.

References:


Undergraduate Nursing Student Concerns Committee 5/9/00; 04/29/04; R 11/17/10; R 2/16/11
Student Concerns Committee 5/82; R 11/14/86; R 4/16/92; R 11/15/94; R 1/20/99; R 3/17/99; R 1/19/07
Student Concern Committee R 6/85; 4/29/86; R 5/86; R 2/12/86; R 5/12/89; R 5/91; R 2/16/90; R 6/3/92; R 6/17/93; R 2/8/94; Curriculum Committee 2/8/85
Graduate Council 10/11/13
Undergraduate Council R11/8/12
Nursing Faculty R 11/16/12; R 10/25/13 Faculty Organization 3/1/85; R 11/14/86; R 5/1/92; R 12/2/94
Nursing Faculty Organization R 2/5/99; R 3/19/99; R 5/9/00; R 5/7/04; R 1/19/07; R 11/19/10; R 2/18/11
Policy Number: 247b  
Policy Name: Procedure: Verifications for Students in the Graduate Nursing Program  
Reviewed by: Nursing Faculty  
Last Review: 10/25/13

Procedure: Verifications for Students in the Graduate Nursing Program

A. Program Applicants/Students

Applicants for all graduate nursing programs who receive a letter offering admission will be notified that admission is contingent upon the successful completion required verifications and immunizations. Instructions for completing verifications will be included in the letter offering admission to the nursing program.

Upon acceptance of admission to the nursing program, an administrative hold will be placed on the students account until all verifications are completed. Students who have an administrative hold will not be able to register for courses until the hold is removed. Deadlines for submission of verifications will be included in the admission letter.

B. Current Students

For current students in all graduate nursing programs, administrative holds will be placed on student accounts where the required verifications have not been provided by the student prior to course registration each semester. The administrative hold will not be removed until all verifications are up to date and students will not be able to register for courses for the upcoming semester until the hold is removed.

Students who have an account where all verifications are not accepted/approved will receive written notification at least 2 weeks prior to registration to allow them sufficient time to complete the process and/or to contact the vendor’s Customer Service Department to address any issues. Students are expected to contact the Customer Service Department as their first step in the process.

Remember, that it may take 1 – 2 days after items are uploaded for the review to be completed and the document accepted or rejected by the approved verification vendor so it is important to allow sufficient time for the process to be completed.

Approved by Nursing Faculty 10/25/13
APPENDIX H- STATEMENT OF ABSENCE OF SYMPTOMS (TUBERCULOSIS)

STATEMENT OF ABSENCE OF SYMPTOMS (TUBERCULOSIS) – POLICY 247B

Because I have a positive tuberculin skin test, I agree to sign this document.
I, the undersigned, do attest to not having communicable disease symptoms of tuberculosis (productive or prolonged cough, fever, chills, loss of appetite, weight loss, fatigue or night sweats*).
I, the undersigned also attest to having a negative chest x-ray as documented by the attached note from the radiologist, dated: _____________________. I have agreed to have this chest x-ray at my own expense as required; I understand that it is required because the tuberculosis skin test was positive I hereby assume social and economic responsibility for myself as follows:
Should I or my clinical professor with whom I work or study note the appearance of any of the above or other signs and symptoms of tuberculosis, which may indicate illness, I will seek medical consultation regarding my health in relation to working/studying in nursing.
I will remain out of the clinical and classroom setting until I am declared by my health care provider to be free of communicable signs/symptoms; I will submit to my faculty a permit from my health care provider attesting to my health status. I will provide a copy of that permit to the CNPD Office of Student Affairs.

____________________________________
Signature Date

I verify the student is free of communicable disease symptoms of tuberculosis.

____________________________________
Signature of Health Care Provider Date

* Division of Tuberculosis Elimination, National Center for HIV/AIDS, Viral Hepatitis, STD, and TB prevention, cdcinfo@cdc.gov, accessed online on 4/16/2009.
# APPENDIX I - GRADUATE SCHOOL PETITION FORM

**University of North Dakota Graduate School**

Twamley Room 414 - 121 Centennial Drive Stop 8175 - Grand Forks, ND 58202-8175  
Phone (701) 777-2784; 1-800-CALL-UND (ext 2784); Fax (701) 777-3619

## GRADUATE SCHOOL PETITION

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Phone #</th>
<th>Address</th>
<th>Student ID #</th>
<th>E-Mail</th>
<th>Major &amp; Degree</th>
</tr>
</thead>
</table>

This student petitions the Graduate School to:

*(If this petition involves a specific course, please list the course number and term.)*

**Reason (be precise):**

<table>
<thead>
<tr>
<th>Recommended</th>
<th>Not Recommended</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Instructor

Advisor

Graduate Director or Chair of Dept.

Graduate School Dean

<table>
<thead>
<tr>
<th>Approved</th>
<th>Not Approved</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

*Note: A student may appeal a decision of the Dean. The appeal should be directed to the Graduate Committee in accordance with the provisions in the graduate catalog.*

**Required Signatures**

<table>
<thead>
<tr>
<th>Action</th>
<th>Instructor</th>
<th>Advisor</th>
<th>Graduate Director or Chair</th>
<th>Graduate Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>File for Graduation after the deadline</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Add a course after the deadline. (Also requires a registration action form)</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Enroll in continuing enrollment (95%) beyond the number of semesters allowed.</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>Enroll in more or less credit than allowed for your assistantship.</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>

**Note:**

**THE ACTIONS LISTED BELOW REQUIRE AN ADMINISTRATIVE PROCEDURES PETITION FORM**

1. Changes to a UND transcript for previous semesters. Also requires a registration action form. All signatures are required on both forms.
2. Drop a course after the deadline. Also requires a registration action form. All signatures are required on both forms.

Copies: [ ] Dean of Graduate School  [ ] Registrar  [ ] Advisor  [ ] Grad Director  [ ] Instructor  [ ] Student

(rev. 2/2011)
APPENDIX J-GUIDELINES FOR GRADUATE STUDENT GRIEVANCE

GRIEVANCE HEARINGS

Guidelines for Graduate Student Grievance Hearings, University of North Dakota
(Revised by the Graduate Committee November 20, 2006)

Note: These guidelines are periodically reviewed and revised by the Graduate Committee. Please consult The SGS web site or contact The SGS for the most current guidelines. http://graduateschool.und.edu/

The Graduate Committee hears grievances brought by graduate students seeking redress on academic decisions made by the Graduate Dean. This document sets out the procedures for the consideration and hearing of student grievances.

I. PRINCIPLES UNDERLYING STUDENT GRIEVANCE HEARINGS

- The procedures should be fair and transparent.
- Student grievances should be dealt with within a reasonable time, decisions should not be rushed, and all information relevant to reaching a fair decision should be taken into consideration.
- A grievant may be accompanied by an advisor, who may be a lawyer, when appearing at any grievance hearing.
- The principle parties should have equal access to relevant information and documentation.
- An individual's privacy and confidentiality should be respected, subject to the need for an open and fair investigation.
- Procedures should ensure that, where a grievance is upheld, appropriate action is taken;
- Members of a student grievance hearing panel should disclose any professional or personal relationship they may have with any of the parties.
- Members of a student grievance hearing panel should recuse themselves if they have a conflict of interest and/or may have difficulty objectively reviewing the facts and information presented.

II. SCHOOL OF GRADUATE STUDIES STUDENT GRIEVANCE DOMAIN AND PROCEDURES

- The Graduate Committee will review written student grievances concerning academic decisions made by the Graduate Dean.
- The Graduate Committee does not review the substance of grievances of course grades, allegations of academic dishonesty or scientific misconduct, matters relating to employment or assistantships, or allegations of discrimination. If it has been determined by the relevant administrators or committees that situations such as these have occurred,
the Graduate Committee may review whether actions of the Graduate Dean were made on sufficient grounds.

- Grade grievances are subject to review by the College in which the course is offered.
- Allegations of academic dishonesty, scientific misconduct, and discrimination are subject to review by the College in which the academic dishonesty, scientific misconduct, or discrimination is said to have taken place.

- Definitions:
  - "Graduate Dean" refers to the Dean of the SGS or his or her designee.
  - "Day" means normal university school day when regular classes or examinations are held, not including Saturday and Sunday.
  - A Graduate Student Grievance Hearing Panel may be convened during the summer if all the parties are available, and sufficient members of a Graduate Student Grievance Hearing Panel can be available.
  - "Grievance Hearing" is the formal meeting in which the student and other principle parties present information regarding the grievance, and the course of events that led to the filing of the grievance.
  - "Grievance Hearing Panel," hereby known as the Panel, is the group of Graduate Committee faculty and student designee who are chosen to be present at a grievance hearing.
  - "Grievant" is the student filing the grievance.

- A Panel consists of the Chair or Vice Chair of the Graduate Committee acting as non-voting Chair of the Panel, four voting members of the Graduate Committee and one voting graduate student (normally the Graduate Committee student member). Each Student Grievance Hearing will be heard by a separate Panel appointed by the Graduate Committee Chair. When establishing Panels, the Graduate Committee Chair will consider the expertise and experience of the members, their familiarity with student grievance hearings, the breadth of background they bring to the Panel, and the potential for perceived conflicts of interest. In the process of setting Panels, Panel members should indicate if they have any potential conflicts of interest. In the event that the Chair of the Graduate Committee is associated with the grievant’s department, or in some other way has a conflict of interest, delegation of Panel members will fall to the Vice Chair of the Graduate Committee. The grievant and the Graduate Dean may each disqualify, for any reason, up to two of the Graduate Committee members from serving on the Panel.

III. FILING A GRIEVANCE

A student who disputes an academic decision should first discuss his or her concerns with the Dean of the School of Graduate Studies.

- The student must file seven copies of a Request for Grievance Hearing (see section III. D, below) stating the grounds and argumentation in support of a grievance to the Chair of the Graduate Committee, not to exceed 10 double-spaced pages excluding attachments. The Chair of the Graduate Committee will review the request to make
certain it grieves an action of the Graduate Dean. Grievances that are not within the jurisdiction of the Graduate Committee will be dismissed and returned to the student.

- A grievance hearing is not a rehearing of the case. The following shall be allowed as grounds for grievance.
- Action of the Graduate Dean not being commensurate with the problem being addressed.
- Decisions contrary to the weight of evidence.
- Seven written copies of the Request for Grievance Hearing must be submitted to the Chair of the Graduate Committee no later than 20 days after receiving notification of the action that the student is seeking to be overturned or changed. The request should identify:
  - The disputed academic decision (within the jurisdiction of the Graduate Committee);
  - The person that made the decision;
  - The date the decision was made;
  - All efforts made to resolve the dispute informally and formally;
  - Information directly relevant to the Panel's review of the grievance;
  - Relevant witnesses or individuals whom the grievant may call during the hearing;
  - Any other relevant pertinent evidence or documents;
  - The desired outcome the student is seeking as a result of a grievance hearing.

The Graduate Committee chair will notify the student in writing of his or her decision regarding the Request for Grievance Hearing within 5 days of receiving the request. If the Graduate Committee chair approves the Request for Grievance Hearing, the student will receive a list of prospective members of the Panel with the letter notifying them of the chair's decision. The Recording Secretary will also send the Request for Grievance Hearing and supporting information to the Dean of the SGS within 5 days of the approval decision.

Within 10 days of receiving notice of the grievance from the Recording Secretary, the Graduate Dean will provide six copies of a written response (and supporting documents) to the Graduate Committee Chair and one copy to the grievant. The response may not exceed 10 double-spaced pages excluding attachments. The request should identify:

- Issues raised by the grievant
- All efforts made to resolve the dispute informally and formally;
- Information directly relevant to the Panel's review of the grievance;
- Relevant witnesses or individuals whom the Graduate Dean may call during the hearing;
- Any other relevant pertinent evidence or documents; and
- The desired outcome the Graduate Dean is seeking as a result of a grievance hearing.

IV. INITIAL REVIEW OF GRIEVANCES

Within 10 days of receiving the Graduate Dean's response, the Chair of the Graduate Committee will appoint a Panel, as outlined above and communicate the names of the Panel members to the
grievant and the Graduate Dean. The grievant and the Graduate Dean must inform the Chair of the Graduate Committee within 5 days if he/she wishes to disqualify any prospective Panel members. Once the Panel has been established, a date for the hearing will be set. The Chair of the Panel will send notice of the hearing to the student and the Graduate Dean. The notice will include the date, time, location and procedures of the hearing. The Chair of the Panel may invite others to provide information at the hearing. The grievance hearing will be normally scheduled within 10 days of the Graduate Dean's written response to the filed grievance.

V. MEDIATION

At any time the parties may consider mediation of outstanding issues. None of the parties or the Graduate Committee will conduct the mediation. All applicable timelines remain in effect, unless extended by the Chair of the Graduate Committee.

VI. GRIEVANCE HEARING

If either party intends to submit supplemental materials (six copies) to the Panel for consideration, he/she must also provide hard copies to the other parties to the hearing. All copies must be provided at least 5 days prior to the scheduled hearing. These materials may not exceed 10 double-spaced pages excluding attachments. Failure to provide copies in time may result in the materials not being considered by the Panel.

Hearings will be conducted in a manner conducive to ascertaining the facts of the case. Parties to the grievance will be provided an opportunity to:

- Be present and hear all arguments and oral statements made to the Panel during the hearing;
- Make arguments, present oral statements and written documents, and call witnesses with regard to issues of fact relevant to the grounds for grievance; and
- Ask questions of other witnesses, either directly or through the Chair (to be determined by the Chair)

Each party may be accompanied at the hearing by an advisor, who may be a lawyer. The advisors are not allowed to address the Panel, question witnesses, or take an active role in the proceedings. The advisor is simply there to provide advice to a party. The Graduate Dean will not bring a lawyer unless the grievant indicates he/she intends to bring a lawyer. If the grievant intends to bring a lawyer, he/she should notify the Graduate Dean and the Chair of the Graduate Committee 5 days prior to the start of the hearing.

At any time, the Chair of the Panel may consult an advisor or a lawyer, call witnesses, or ascertain information deemed relevant to the grievance. The Chair of the Panel is authorized to request the appearance of additional witnesses or the submission of additional information necessary to clarify an already introduced issue. The Panel may address questions to any person participating in the hearing.
The Panel may establish time limitations for the oral presentations of the parties. As a regular order of business, each party will have 30 minutes for presentation, inclusive of time allocated to allowing witnesses to speak. It is recommended that long statements by witnesses be presented in written form as attachments to the original grievance or response.

The formal rules of evidence do not apply to Grievance Hearings. All information not repetitious or irrelevant may be admitted, subject to guidelines of time and length.

No witness will be allowed to attend the hearing before he or she testifies or until he or she has been released.

Hearings will be closed to the public unless the student wishes them to be open. If the hearings are open, great care must be exercised by all who speak to protect the privacy of others who are not parties to the proceedings.

In hearings involving a single incident with more than one student, a single hearing may be scheduled for all of the students. If the Chair determines that it would be in the best interest of individuals involved, separate hearings may be provided. When collective hearings are held, individual findings, decisions, and recommendations will be rendered. Students who do not file a grievance will not automatically benefit from a grievance filed by another student.

The hearing will be recorded. Both parties may access the recording, after the final report is issued, by contacting the Recording Secretary of the Graduate Committee.

The Chair may require someone to leave the hearing whose conduct or presence may impede the hearing process.
All documents, recordings and findings will be subject to the university's records retention policy.

VII. ORDER OF PROCEEDINGS IN A GRIEVANCE HEARING

The Chair will begin the hearing with a brief opening statement. The Chair will then ask each person in the room to introduce himself or herself for the record. The Chair will state the reason for the hearing, describe the role of the Panel and explain the procedures to be followed. The Chair will ask the student filing the grievance whether he or she wishes the hearing to be open or closed. If the student requests a closed hearing, only the Recording Secretary, the principle parties, the Panel and, if applicable, their advisors shall remain. Witnesses will only be allowed in the room when they are presenting, but may be asked to remain available to answer additional questions later in the proceedings.

Following the Chair's summary, and unless otherwise determined by the Chair of the Panel, the order of presentation will be:
• Grievant presents case, including witnesses and other evidence (30 minutes). Members of the Panel may ask brief questions to clarify a point, but in general the student should be allowed to present without interruption. Witnesses must exit after providing their information, and should not be allowed to speak with each other until released. They should be available for questions later;

• Graduate Dean presents case, including witnesses and other evidence (30 minutes). Members of the Panel may ask brief questions to clarify a point, but in general the Graduate Dean should be allowed to present without interruption. Witnesses must exit after providing their information, and should not be allowed to speak with each other until released. They should be available for questions later;

• Panel members question either party or witnesses. Determination of the order of questions, requesting the presence of witnesses, and managing the dialog during the hearing is done at the discretion of the Chair in consultation with other members of the Panel;

• Summary by the Graduate Dean (5 minutes);
• Summary by the Student (5 minutes);
• Declaration by the Chair that the hearing is concluded.

VIII. FINDINGS, DECISIONS, AND RECOMMENDATION OF THE PANEL

Upon completion of the hearing, the Panel will meet in closed session for deliberations. If the student requests an open hearing, then deliberations will also be open. If the process requires more time than originally scheduled, the Panel may suspend its discussion and reconvene at an agreed upon later date and time. A simple majority vote of the Panel is required for all findings, decisions, and recommendations.

If, in the course of deliberations, the Panel determines it would like to obtain additional information from either party, or from any other individual that the Panel feels could provide useful information, the Chair of the Panel will reopen the hearing at a mutually convenient time for all parties;

• The Panel Chair will prepare a written final decision that include
• A statement addressing the subject of the grievance decision that indicates whether the grievance is upheld, denied, or if modified solution the situation is recommended; (Optional) recommendations, if appropriate, for further actions by University authorities.

All member of the Panel sign the Decisions, Findings and Recommendations document.

The Panel will provide the grievant the Decision, Findings and Recommendations document.

The Panel will provide the grievant and the Graduate Dean with a copy of the decision of the Panel within 10 days from the date of the conclusion of the hearing.

IX. SUBSEQUENT HEARINGS
The Panel acts on behalf of the Graduate Committee. The student may grieve the decision of the Panel to the Student Academic Standards Committee.

**REQUEST FOR GRADUATE STUDENT GRIEVANCE HEARING**

A student’s request for a grievance hearing must be submitted within 20 days after receiving notification from the Graduate Dean of the action that the student wishes to have overturned or modified.

**Please use this form for an Academic Grievance.**

http://graduateschool.und.edu/_f/docs/academic-grievance-hearing.pdf

Please attach additional sheets if needed to provide the information as completely as possible.

- The disputed academic decision (within the jurisdiction of the Graduate Committee),
- The person that made the decision,
- The date the decision was made,
- All efforts made to resolve the dispute informally and formally,
- Information directly relevant to the Panel’s review of the grievance,
- Relevant witnesses or individuals whom the grievant may call during the hearing,
- Any other relevant pertinent evidence or documents, and
- The desired outcome the student is seeking as a result of a grievance hearing.

This form and attachment(s) should be submitted in person or by mail to:

Graduate Committee Chair  
School of Graduate Studies, University of North Dakota  
Twamley Hall, Room 414  
264 Centennial Drive, Stop 8178  
Grand Forks, ND 58202-8178

OR: Contact the Recording Secretary for the current Chair