Handbook of Policies and Procedures for PhD 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, 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 PhD 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 doctoral student of the College of Nursing and Professional Disciplines I accept and agree that it is my responsibility to review these documents and adhere to the guidelines therein:

- Nursing PhD Student Handbook
  Signature: ___________________________________________________________________

- Code of Student Life
  Signature: ___________________________________________________________________
Welcome PhD Students!

We are very pleased to welcome you to the University of North Dakota. Congratulations on embarking on your journey to a new career as a nurse scientist. You are entering an exciting time in the delivery of health care in the state of North Dakota and throughout the nation, and your experiences with us will provide the knowledge, skills, and abilities to lead the way. During your studies in the College of Nursing & Professional Disciplines you will engage with challenging courses, exceptional faculty, and wonderful mentors. And, you'll meet lifelong friends and colleagues. 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 PhD in Nursing Student 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.

Our dedicated faculty and staff are here to help you succeed in your graduate nursing education. Please feel free to consult with us if you need further information or clarification on any content in this Handbook.

Wishing you a successful school year!

Gayle Roux, PhD, NP-C, FAAN
Dean and Professor

Tracy Evanson, RN, PhD, APHN-BC
Associate Professor
Director of PhD Program
DIRECTORY
Welcome to the University of North Dakota College of Nursing and Professional Disciplines. The Administration, Faculty and Staff in the College of Nursing and Professional Disciplines (CNPD) are here to assist you.

The following is a brief overview of the “layout” of the CNPD Building to help you find your way around. The College of Nursing is comprised of 3 floors.

1ST FLOOR:
Computer Lab
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:
Classroom
Office Space – GTAs, Technology Support
Restrooms
Graduate Reading Room (211)

3rd FLOOR:
Administrative, Faculty, and Staff offices for the CNPD 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. The following are key individuals within the College of Nursing and Professional Disciplines.

<table>
<thead>
<tr>
<th>DEAN’S OFFICE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>Dr. Gayle Roux</td>
</tr>
<tr>
<td>Dean’s Office Manager</td>
<td>Alyssa Walker</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Lisa Brown</td>
</tr>
<tr>
<td>Associate Dean</td>
<td>Dr. Darla Adams</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADUATE AND UNDERGRADUATE DEPARTMENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADUATE DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td>Graduate Nursing Chair</td>
<td>TBA</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Teresa Evanson</td>
</tr>
<tr>
<td>UNDERGRADUATE DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Nursing Chair</td>
<td>Stephanie Christian</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Cyndee Leppke</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLINICAL RESOURCE AND SIMULATION CENTER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Dr. Darlene Hanson</td>
</tr>
<tr>
<td>Simulation Manager</td>
<td>Melissa Marx</td>
</tr>
<tr>
<td>Simulation Technician</td>
<td>Nancy Geske-Larson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHD PROGRAM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Dr. Tracy Evanson</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Laurie Nelson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFICE OF STUDENT SERVICES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Lucy Heintz</td>
</tr>
<tr>
<td>Assistant Director of OSS Graduate Nursing Specialist</td>
<td>Robyn Bancroft</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFICE OF STUDENT SERVICES STAFF</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>receptions &amp; Records Officer</td>
<td>Beth Toay</td>
</tr>
<tr>
<td>Academic Advisor &amp; Recruitment Specialist</td>
<td>Marlys Escobar</td>
</tr>
<tr>
<td>Academic Advisor &amp; Recruitment Specialist</td>
<td>Valerie Bauer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RAIN PROGRAM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td>Debra Wilson</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

OVERVIEW OF THE COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES ........................................... 10

MISSION STATEMENT ................................................................................................................................. 10

NURSING PHILOSOPHY ............................................................................................................................. 10

DOCTORAL PROGRAM TENETS REGARDING ACADEMIC DISCOURSE ................................................................. 11

EXPECTATIONS OF PhD STUDENTS ........................................................................................................... 11

EXPECTATIONS OF FACULTY ....................................................................................................................... 11

ACREDITATION ........................................................................................................................................... 12

ADMINISTRATION ....................................................................................................................................... 12

UNIVERSITY OF NORTH DAKOTA POLICIES ............................................................................................ 12

STATEMENT OF NON-DISCRIMINATION ................................................................................................. 12

DOCTORAL NURSING PROGRAM OUTCOMES ............................................................................................ 12

DOCTORAL ADMISSION REQUIREMENTS .................................................................................................. 13

  ADMISSION REQUIREMENTS .................................................................................................................. 13

  APPLICATION DEADLINE .......................................................................................................................... 13

CURRICULUM ............................................................................................................................................... 14

ADVISEMENT AND REGISTRATION ......................................................................................................... 15

  ACADEMIC ADVISEMENT ....................................................................................................................... 15

  HUMAN SUBJECTS ..................................................................................................................................... 15

  REGISTRATION .......................................................................................................................................... 16

COMPUTER REQUIREMENTS ....................................................................................................................... 16

COMPUTER LABS ........................................................................................................................................ 17

CARE DESKS ............................................................................................................................................... 17

STUDENT EMAIL SYSTEM .......................................................................................................................... 18

UND GRADUATE SCHOOL SCHOLARLY FORUM ......................................................................................... 18

GRADING SCALE – GRADUATE NURSING COURSES – ............................................................................... 18

  POLICY ..................................................................................................................................................... 18

  INCOMPLETE GRADE POLICY .................................................................................................................. 18

  ACADEMIC PROGRESSION ...................................................................................................................... 18

  NURSING GRADUATE STUDENT PROGRESSION POLICY ................................................................. 19

LEAVE OF ABSENCE & READMISSION ...................................................................................................... 19

COURSE AND CLASSROOM REQUIREMENTS ............................................................................................ 19

  SYLLABI .................................................................................................................................................... 19

  TEXTBOOKS ............................................................................................................................................. 19
| APPENDIX J – DOCTORAL PROGRAM CHECKLIST | ................................................................. 58 |
| APPENDIX K – DOCTORAL COMPREHENSIVE EXAM SCHEDULE | ................................................................. 60 |
| APPENDIX L – DOCTORAL COMPREHENSIVE EXAM | ................................................................. 61 |
| APPENDIX M – DOCTORAL COMPREHENSIVE EXAM PROCEDURE | ................................................................. 63 |
OVERVIEW OF THE COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES

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 interprofessional 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 utilize innovative teaching methods to guide nursing students as they acquire the knowledge, skills, and ability to function independently in diverse settings.
DOCTORAL PROGRAM TENETS REGARDING ACADEMIC DISCOURSE

Literature has defined discourse as ideas or thought processes evident in written and oral communication having social significance. Academic discourse socialization takes place in the social and cultural context of higher education.

Doctoral faculty members model beliefs about academic discourse by oral, written and social means.

Academic literacy includes language socialization and participation in the community of scholars.

Power is a dynamic existing between and among faculty and students.

Learning requires students’ opportunities to develop intellectual schemata for higher order thinking.

Faculty members value objective criteria-referenced evaluation of student performance.

Students receive feedback from faculty and peers for further scholarly development.

Dissertations reflect internal consistency links between theory, method, application and conclusion.

EXPECTATIONS OF PHD STUDENTS

COMMUNICATION

Students should communicate clearly and sensitively with faculty, peers, staff and research subjects.

Scholars are expected to challenge ideas and be challenged in their arguments.

The give and take in the delivery and receipt of critique is respectful.

Students should demonstrate appropriate behaviors respecting personal and professional boundaries.

INTELLECTUAL

Students are responsible for their own learning with facilitation by the faculty.

Development is expected in ability to reason, analyze, synthesize and evaluate.

Students should know the standards of authorship and avoid plagiarism.

EXPECTATIONS OF FACULTY

COMMUNICATION

Phone calls and e-mails from students should be returned within 3 business days.

Drafts of students’ written work with comments should be returned within 3 weeks.

Critique of student work may be challenging and should be given with sensitivity to student’s dignity.

INTELLECTUAL

Faculty should promote increasing rigor in the quality of students’ work.

Faculty should offer scholarly classes and advising.

Faculty should engage in trustworthy relationships with students with appropriate levels of social and intellectual interaction.

Faculty should model professional behaviors apropos to the academic setting.

References

PhD in Nursing Student Handbook 2015-2016

ACCREDITATION

The Bachelor of Science, Master of Science and Doctor of Nursing Practice Programs in Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE), which does not accredit PhD programs.

ADMINISTRATION

The administration of the College of Nursing and Professional Disciplines is led by Gayle Roux, Dean; Dr. Darla Adams, Associate Dean, Graduate Nursing Department Chair (TBD) and Stephanie Christian, Chair, Undergraduate Nursing Department.

UNIVERSITY OF NORTH DAKOTA POLICIES

The University of North Dakota Undergraduate and Graduate Academic Catalog, the Graduate Student Handbook: Master’s Degree, and the Code of Student Life are available for students at the Registrar’s Office, the School of Graduate Studies, and the Dean of Students Office.

The curriculum of the CNPD PhD Student Handbook is reviewed annually and is as accurate and current as possible. Any changes in academic policies, procedures, or curriculum will be communicated to you via your official UND email address. Students must assume responsibility for incorporating the changes in the Handbook. If you have a problem or a concern that is not adequately answered in the Handbook, please contact the Director of the PhD Program, Dr. Tracy Evanson at tracy.evanson@und.edu.

Please also visit the CNPD website for the most up-to-date information at http://nursing.und.edu/

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 2015-2016 UND Code of Student Life, Appendix I-1

DOCTORAL NURSING PROGRAM OUTCOMES

Synthesize and critically evaluate the literature of nursing and related fields to identify issues and critical gaps in scientific nursing knowledge.

scholarly nursing journals. Nursing Inquiry, 12, 27-33.


Melbourne: Monash University ePress. doi: 10.2104/Id070001.


UNIVERSITY OF NORTH DAKOTA POLICIES

The University of North Dakota Undergraduate and Graduate Academic Catalog, the Graduate Student Handbook: Master’s Degree, and the Code of Student Life are available for students at the Registrar’s Office, the School of Graduate Studies, and the Dean of Students Office.

The curriculum of the CNPD PhD Student Handbook is reviewed annually and is as accurate and current as possible. Any changes in academic policies, procedures, or curriculum will be communicated to you via your official UND email address. Students must assume responsibility for incorporating the changes in the Handbook. If you have a problem or a concern that is not adequately answered in the Handbook, please contact the Director of the PhD Program, Dr. Tracy Evanson at tracy.evanson@und.edu.

Please also visit the CNPD website for the most up-to-date information at http://nursing.und.edu/

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 2015-2016 UND Code of Student Life, Appendix I-1

DOCTORAL NURSING PROGRAM OUTCOMES

Synthesize and critically evaluate the literature of nursing and related fields to identify issues and critical gaps in scientific nursing knowledge.
Make significant original contributions to scientific nursing knowledge through the interdisciplinary and independent conduct of basic and clinical research.

Contribute to the development of scientific methodology for nursing research congruent with the broad concerns of the discipline (physiological, biobehavioral, spiritual, and psychosocial).

Complete research and direct application of findings in an environment characterized by commitment to high standards of ethical conduct, including, truth, honesty, freedom of inquiry and intellectual autonomy.

Display readiness for post-doctoral study and early research program development through recognition of high achievement in research and scholarship.

Develop and assume roles that facilitate discovery, application, and integration of new nursing knowledge.


**DOCTORAL ADMISSION REQUIREMENTS**

**ADMISSION REQUIREMENTS**

- Completion of a bachelor's or higher degree in nursing from a nationally accredited program or equivalent nursing preparation.
- A cumulative Grade Point Average (GPA) of at least 3.00 for all undergraduate work or a GPA of at least 3.00 for the junior and senior years of undergraduate work (Based on A=4.00).
- A cumulative GPA of 3.5 or above in graduate course work.
- Graduate Record Examination or Miller's Analogy Test scores (taken within the past 5 years).
- Completion of a statistics course.
- A one to two page paper stating the applicant's research interests and professional goals.
- Evidence of current, unencumbered licensure to practice as a registered nurse.
- Three professional letters of recommendation.
- Resume.
- A minimum TOEFL score of 550 on paper based test or 213 on computer based test for all applicants whose native language is not English.
- An interview will be required for applicants meeting the admission requirements.
- Submit to and satisfactorily complete a background check immediately following admission and prior to beginning any coursework.

**Application Deadline**

Applications from prospective students are due by March 1st for fall admission of each calendar year for preference in admission. Interviews will be conducted during the spring semester for admission in the subsequent academic year. Students may enroll in graduate course work prior to formal admission to the graduate program by applying to the Graduate School as a "non-degree seeking student". A maximum of nine credits may be taken during the application process.
**CURRICULUM**

Students seeking the Doctor of Philosophy degree at the University of North Dakota must satisfy all general requirements set forth by the Graduate School as well as particular requirements set forth by the Nursing Department. The PhD nursing courses are offered online with synchronous and asynchronous delivery. PhD designated synchronous classes are most often offered on Tuesdays from 11:00 – 2:00 p.m. or 3:00 – 6:00 p.m. CST, although some variation from this schedule may occur. Ph.D. students will be required to develop and submit a nationally competitive grant to support their doctoral research. Ph.D. students are also required to submit an article for publication to a refereed journal and to present dissertation work to a regional or national audience.

<table>
<thead>
<tr>
<th>PHD IN NURSING CURRICULUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>The total curriculum consists of 90 credit hours post baccalaureate, including courses in the following categories:</td>
</tr>
<tr>
<td>Research (12-18 credits)</td>
</tr>
<tr>
<td>NURS 573 Research Funding</td>
</tr>
<tr>
<td>NURS 574 Quantitative Nursing Methods</td>
</tr>
<tr>
<td>NURS 575 Qualitative Nursing Methods</td>
</tr>
<tr>
<td>NURS 580 Research Practicum</td>
</tr>
<tr>
<td>Nursing Science (12-18 credits)</td>
</tr>
<tr>
<td>NURS 557 Foundation of Nursing Science</td>
</tr>
<tr>
<td>NURS 565 Rural Populations and Rural Health</td>
</tr>
<tr>
<td>NURS 586 Rural Health Programs and Research</td>
</tr>
<tr>
<td>NURS 577 Rural Healthcare Ethics</td>
</tr>
<tr>
<td>Scholarly Tools (9-12 credits)</td>
</tr>
<tr>
<td>NURS 525 Multivariate Statistics</td>
</tr>
<tr>
<td>NURS 514 Essentials in Epidemiology</td>
</tr>
<tr>
<td>NURS 522 Health Informatics</td>
</tr>
<tr>
<td>Functional Component (9-12 credits)</td>
</tr>
<tr>
<td>NURS 581 The Nurse Scientist</td>
</tr>
<tr>
<td>NURS 558 Research Design</td>
</tr>
<tr>
<td>NURS 509 Foundations for Nurse Education</td>
</tr>
<tr>
<td>Electives (12-30 credits)</td>
</tr>
<tr>
<td>Courses will be selected by the student in consultation with the student’s advisory committee to develop the particular research thrust of the student.</td>
</tr>
<tr>
<td>Dissertation (18 credits, including)</td>
</tr>
<tr>
<td>NURS 579 Dissertation Seminar (Three 1-credit courses)</td>
</tr>
<tr>
<td>NURS 999 Dissertation (15 credits total required)</td>
</tr>
<tr>
<td>Total Credits = 90</td>
</tr>
</tbody>
</table>
(CURRICULUM CONT’D)

- Credit will be awarded only for courses in which a grade of B or better has been achieved.
- Students with earned master’s degrees from accredited schools may qualify to use up to 30 credits from their master’s degree in their PhD program of study.
- A maximum of 24 credit hours may be transferred for any post-masters course work.
- Various nursing courses are offered by semester - not all courses are offered every semester.
- Students work with their advisors in planning a program of study, and scheduling required courses.

ADVISEMENT AND REGISTRATION

ACADEMIC ADVISEMENT

Each doctoral student is assigned a temporary faculty advisor. Your temporary faculty advisor assignment is identified in your letter of acceptance and on Campus Connection. You are strongly encouraged to initiate contact with your temporary advisor early, minimally once a semester and as you progress in defining your research topic with four goals:

- Scheduling your courses.
- Selection of a permanent advisor and dissertation committee.
- Refining your dissertation topic.
- Developing your Program of Study.

Forms for the Doctoral Program of Study and Topic Proposal can be found at http://graduateschool.und.edu/graduate-students/current/forms.cfm#doctoral_forms

Your major advisor will help you identify your dissertation committee, designed to include the essential expertise needed to complete your dissertation and promote your development as a nurse scientist.

The School of Graduate Studies allows students in the PhD program in Nursing to have either a 5 member dissertation committee, or a 4 member committee. If a student chooses to have a 4 member committee, the following criteria must be met:

- Two of the four members must be faculty members in the Department of Nursing
- The chair of the dissertation committee must be a faculty member in the Department of Nursing,
- One of the members of the dissertation committee must have a PhD in Nursing, and
- One of the members of the committee must be a full-time faculty member within the Department of Nursing (Note that #s 2, 3 & 4 may all be met by the same individual faculty member).

Nursing policy regarding change of committee and Major Advisor is in Appendix A.

*See APPENDIX A

http://graduateschool.und.edu/_files/docs/doctoral-new-change-committee.pdf

HUMAN SUBJECTS

Questions regarding the Institutional Review Board (IRB), human participants in research, and IRB forms may be downloaded http://www.und.nodak.edu/dept/rdc/regucomm/IRB/Forms.htm

“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.

REGISTRATION

The PhD 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.

COMPUTER REQUIREMENTS

TECHNICAL 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 Vista, Windows 7, or Windows 8
  - Macintosh (10.5 or Higher)

Note: All software/systems may not be compatible with each operating system.

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. Check your Internet connection.
- Information about UND Network Connections

ADDITIONAL SOFTWARE

- Office 365 ProPlus is available for free to current UND students and faculty/staff. This includes Microsoft Word, PowerPoint, Excel, etc.
- We currently recommend the 32-bit version of Microsoft Office (64-bit may be incompatible with some applications)
- Adobe Flash Player
- Adobe Acrobat Reader version 9 or newer
- Apple iTunes
- Apple QuickTime
- PDF Printer: doPDF Convert files into PDF (Adobe Portable Document Format)
- PowerPoint Viewer (If you do not have Microsoft PowerPoint.)
- Real Video Player or VLC
- Java - Follow these steps to check your current version of Java and remove any previous versions.
  - Go to www.java.com and click on "Free Java Download."
  - Download the updated version of Java if needed. Once the new Java version is installed, locate and uninstall any previous versions of Java. (Directions to uninstall previous versions of Java).
  - Additional information on Java
- Additional software is accessible to use free of charge through Citrix.

**Blackboard Supported Web Browsers and Operating Systems**

**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)
  - Scanner: used for scanning homework assignments

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 CNPD, 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 College of Nursing and Professional Disciplines 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.

**Carel Desks**

Carelss are available for PhD student use on the second floor of the NPCBR. Do not leave valuables unattended.
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. Course instructors will not accept or respond to correspondence that does not come from the student’s University branded email.

UND GRADUATE SCHOOL SCHOLARLY FORUM

Each year the UND Graduate School hosts the Scholarly Forum, a campus-wide 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 Graduate School’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 Graduate School website.

*See APPENDIX B for Doctoral Program Requirements

GRADING SCALE – GRADUATE NURSING COURSES – POLICY 403

The objective of this policy is to ensure that a uniform grading scale for the final student in courses is used throughout the nursing courses. Consistency in awarding grades establishes common standards of achievement, enabling students to have a relative expectation for grading in each course, and offer students and stakeholders a relative measure of the level of a student’s mastery in a unit or course.

POLICY

The grading scale for all CNPD graduate nursing courses, including nursing electives, is as follows:

- 92-100 A
- 83-91 B
- 74-82 C
- 66-73 D
- 65 F
- I Incomplete

INCOMPLETE GRADE POLICY

Please see the Registrar’s Academic Policy and Procedures Manual.

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

ACADEMIC PROGRESSION

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 Graduate School must be maintained in order to remain in satisfactory academic standing in the Graduate School; however, mere maintenance of a 3.00 GPA (2.75 of M. Eng.) or better may include, but is not limited to, satisfactory research performance, satisfactory in the major, satisfactory performance in examinations, such as the comprehensive examination, or satisfactory performance in other specific program requirements.
NURSING GRADUATE STUDENT PROGRESSION POLICY

Doctoral nursing students must obtain a grade of at least a “B” in all required nursing courses and maintain a cumulative GPA of 3.0 on a 4.0 point scale to progress in the PhD Program. All grades are included in the computation of the UND overall grade point average including those that are failed or repeated.

*See APPENDIX C for Nursing Graduate Progression Policy 605c

LEAVE OF ABSENCE & READMISSION

Effective July 1, 2007, degree and certificate seeking graduate students who wish to take a leave of absence from their program for Fall or Spring semester must notify their graduate program and the School of Graduate Studies by submission of a Request for Leave of Absence from Graduate Study in advance of their leave. Students will be required to obtain the Graduate Director’s signature from their department prior to submitting the form to the School of Graduate Studies.

Students who do not submit a leave of absence will be required to submit a Readmission Application for School of Graduate Studies and pay a readmission application fee of $35.00. Applications for readmission will be reviewed and approved by the program and the graduate dean. Students should submit a leave of absence form to avoid paying a readmission fee. These forms can be found on our website:

www.graduateschool.und.edu

Summer semester is not counted as a break in enrollment.

COURSE AND CLASSROOM REQUIREMENTS

SYLLABI

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 corresponding syllabus. Books are available through the UND bookstore.

REFERENCE MANUAL FOR WRITING PAPERS


ATTENDANCE POLICY STATEMENT – POLICY 242

Students are expected to attend all seminar courses for which they are registered and are responsible for meeting course objectives.

COURSE SCHEDULES

It is the student’s responsibility to plan ahead for release time from other commitments in order to attend classes.
**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 College of Nursing and Professional Disciplines.

**SOCIAL NETWORKS**

Professional conduct extends to all forms of social networks, including Facebook, MySpace, You-Tube, texting, e-mailing, 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.

**COURSE LOAD**

The [Undergraduate and Graduate Academic Catalog](#) 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 Graduate School.

**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.
Summer semester is not counted as a break in enrollment.

TRANSFER OF NURSING CREDITS
POLICY 407

The student submits the completed “Transfer of Nursing Credit Request” form to the Program Director 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 Program Director 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.

*See APPENDIX D for Transfer of Nursing Credit Request

NURSING STUDENT CONDUCT STANDARDS POLICY

INTRODUCTION

The College of Nursing and Professional Disciplines seeks to promote and ensure academic honesty and integrity among students. The goal of this policy is to promote an environment which maintains the ethical and professional standards as established by the American Nurses Association Code of Ethics.


CONDUCT STANDARDS

In order to facilitate a strong learning environment for all students and promote professionalism, high standards of academic and professional performance are required of all students. Students are expected to represent the University of North Dakota, College of Nursing and Professional Disciplines, and the nursing profession in a positive manner in the classroom, clinical setting and community. Students participating in clinical experiences are required to abide by the policies of the partnering institutions. The following professional attributes are expected of all students: honesty, integrity, accountability, responsibility, confidentiality and professional conduct.

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 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](#) (Appendix IIIa) 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 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/ao/newharassment.htm](http://www.und.edu/dept/ao/newharassment.htm)

**ACCOMMODATION**

Any student in this course 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 the College, 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 the PhD Program Director within the first week of class. Disability Support Services (701)777-3425 (voice/TTY)
DISTANCE LEARNER USER VERIFICATION

Distance learners at the University of North Dakota must adhere to University and CNPD policies related to academic integrity. Students are responsible for completing their own work.

Students who violate this policy will be dealt with according to the University and CNPD policies for violation of academic integrity.

At this time students in online programs must conduct examinations through a proctored system.

Verification of student will be complete through the use of IDs and passwords. Future approaches for student verification may become available and considered by the CNPD. The may include web video recordings or video proctoring.

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 OF 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 resolved 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 Graduate School process for resolution of petitions. http://graduateschool.und.edu/policies-and-procedures/grievance-policy.cfm

*See APPENDIX E: Graduate School Petition Form

ACADEMIC GRIEVANCE

As per UND Graduate School policy, graduate 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 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 the College of Nursing and Professional Disciplines Policies and Procedures.

*See APPENDIX F for Academic Grievance Procedure for Students

GRADUATE SCHOOL GRIEVANCE AND ACADEMIC APPEALS PROCESS

The term “academic grievance” is defined as: 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. The petition process includes a request by the student to have a University, college, or program requirement waived or modified. It may include the right to appeal under circumstances outlined in the petition process. The substance of petitions and appeals is under the jurisdiction of individual colleges, schools, programs, or designated University committees. 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.
The grievance process available to graduate students depends on the issue. Please note that the most current version of the grievance policy is on the Graduate School website and that the most recent version of these Guidelines supersedes earlier versions.

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

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

**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 GRADUATE SCHOOL 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 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, 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 Graduate School. The decision of the Dean of the Graduate School may be appealed. The UND Graduate Committee serves as the appellate body for grievances related to academic decisions made by the Dean of the Graduate School. The following guidelines are provided for individuals wishing to file a grievance involving Graduate School Policies and Procedures. Please note that the most current version of this policy is on the Graduate School website and that the most recent version of these guidelines supersedes earlier versions.

*See APPENDIX G for Student Grievance Guidelines*

**CONTINUING ENROLLMENT – NURS 996**

Students who have completed all the necessary credits of course work on their approved Program of Study but who have not completed their Capstone must meet with their advisor to discuss continuing enrollment options.

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

- 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 College of Nursing and Professional Disciplines upon admission and annually by every January 15th.
  - 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.
  - RN-to MS students must provide verification of continued unencumbered licensure each...
It is the student’s responsibility to inform the College of Nursing and Professional Disciplines 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 and Professional Disciplines, that student may be barred from research contingent upon the nature of the encumbrance and College of Nursing and Professional Disciplines resources to supervise these students.

The Department Chairperson will determine, in consultation with the appropriate faculty, whether or not the student may enroll, or continue enrollment in research.

BACKGROUND CHECKS AND STUDENT IMMUNIZATION TRACKERS

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 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 CNPD 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 APPLICANTS AND STUDENTS OF THE COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES

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 checks(s) with result 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. 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 healthcare 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 College of Nursing and Professional Disciplines/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.

**OBTAINING A BACKGROUND CHECK REPORT**

The College of Nursing and Professional Disciplines will designate an 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 any 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 1**
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 College of Nursing and Professional Disciplines will inform them of their rights and how to contact the designated company to challenge the accuracy of the report.

**Graduate Program Applicants**

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 Nursing Graduate Department Chair, Director 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 College of Nursing and Professional Disciplines 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.

*See APPENDIX H for Product Source Information*

**VERIFICATION/IMMUNIZATIONS POLICY 247**

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. **Updates or re-certifications must be completed prior to starting classes each semester and may not expire during the semester.**

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.** Verifications must be submitted to the most current guidelines outlined by the CNPD Office of Student Services. Please visit their website at [http://nursing.und.edu/student-services/](http://nursing.und.edu/student-services/)
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.

d. **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 healthcare provider, assuring absence of symptoms.** Once this documentation is submitted, yearly TST or IGRA is not required. Bacille Calmette-Guererin (BDG) vaccinated individuals who test positive by TST and negative by IGRA are not required to have a follow-up X-ray.

e. 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 an 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. OSHA training must be completed annually.

- **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.

- **Cultural Competency Modules**: Students in Graduate Nursing programs only must complete on admission.

- **RN Licensure (RN to BSN and Graduate Programs only)**: 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. Written proof of licensure for any state can be obtained online at: [https://www.nursys.com/](https://www.nursys.com/)

**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.

- **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. This training includes a review of the Department of Nursing Bloodborne Pathogen Protocol. The protocol needs to be signed by the student and uploaded annually.

**Updated every other year**

- **Cardio-Pulmonary-Resuscitation Certification (CPR)**: Students must maintain verification of current CPR certification by the American Heart Association 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.

- **American Heart Association Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) certification must be current and completed every 2 years. (Nurse Anesthesia students only)**

*See APPENDIX I for Statement of Absence of Symptoms (Tuberculosis)*

**LIABILITY INSURANCE**

The University of North Dakota, College of Nursing and 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 of Nursing and 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:**

**PICTURE ID**
The University of North Dakota, CNPD Picture ID and Badge are purchased through the UND Passport U Card Office and are to be worn as required. The Picture ID must include the student’s first name followed by Student Nurse. A CNPD lanyard for the picture ID is preferred.

**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 effective in facilitating recovery.
- Individuals with chemical impairment should receive an 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 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 objectives and academic standards as is expected of all students.

EXPOSURE CONTROL PLANS/HAZARDOUS COMMUNICATIONS

AKA RIGHT TO KNOW

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

Annual Occupational Safety and Health Administration (OSHA) training is handled online through the UND Graduate Program website.

STUDENT POLICY FOR BLOODBORNE PATHOGENS

POLICY 254

It is the intent of the University of North Dakota (UND), College 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 CNPD.

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 CNPD 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 POLICY 128A**

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:**

- 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.
- 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.
- Assure the source patient’s name and medical record number is recorded.
- Report to the nearest health care facility immediately for medical evaluation and post exposure management. 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.
- 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.
- If you have not yet notified your clinical instructor, continue to attempt to do that or notify an administrator in the College (Department Chair, Associate Dean, or Dean). You will need to complete any agency, CNPD, and UND documentation.
- The cost of your care will be borne by you or your insurance.

Students are to read this protocol and sign on a class roster stating they have read and understand the protocol. Signed class lists are sent to the Risk Management Officer in the Dean’s Office.

**National Clinicians’ Post-Exposure Prophylaxis (PEP) Hotline: Available for emergency calls**
1-888-448-4911 (9am - 2am. EST-Seven days a week)
HIPAA – HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

STUDENT GUIDELINES

Upon admission students are granted access to a system where they may access information and a quiz on HIPAA 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 HIPPA AFFECT 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/

ACCESS OF INFORMATION

In accord with the University Policy (Code of Student Life), Section 8 Student Record and the Family Educational Rights and Privacy Act of 1974, amended 1998, the College of Nursing and Professional Disciplines 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 College of Nursing and Professional Disciplines 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, which shall be defined as faculty, department chairs, advisors, and administrative personnel who have responsibilities related to a specific student. This College of Nursing and Professional Disciplines 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 College of Nursing and Professional Disciplines.

**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 asks that you contact their office for any questions you may have.

Access to these records is for legitimate interest only, for the purpose of completing your responsibilities as an employee of the institution acting in the student’s behalf.

**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, Suite 205. The cost is 50¢ for the first page, 10¢ each additional page. Allow 3-5 days for pick-up.

**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 9-1-1**

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

**UND Campus Emergency Phone Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UND News Bulletin Board</td>
<td>701-777-6700</td>
</tr>
<tr>
<td>University Police</td>
<td>701-777-3491 (24 hours)</td>
</tr>
<tr>
<td>Safety Escort</td>
<td>701-777-3491 (24 hours)</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>701-777-2664 (8:00am-4:00pm, M-F)</td>
</tr>
<tr>
<td>Crisis Coordination Team</td>
<td>701-777-2664 (8:00am-4:00pm, M-F)</td>
</tr>
<tr>
<td>Coordination Team</td>
<td>701-777-3491 (Evenings and Weekends)</td>
</tr>
<tr>
<td>UND Counseling Center</td>
<td>701-777-2127 (8:00am-4:30pm, M-F)</td>
</tr>
<tr>
<td>UND Counseling Center (University Police)</td>
<td>701-777-3491 (Evenings &amp; Weekends)</td>
</tr>
<tr>
<td>Student Health</td>
<td>701-777-4500 (24 hours)</td>
</tr>
<tr>
<td>Line for the Hearing Impaired</td>
<td>701-777-2796</td>
</tr>
</tbody>
</table>

**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 [http://und.edu/admissions/financial-aid/_files/docs/grad-fact-sheet.pdf](http://und.edu/admissions/financial-aid/_files/docs/grad-fact-sheet.pdf)
Tuition Student and Fees

Full Time rates listed below are for 1 TERM ONLY (Fall or Spring), unless otherwise noted. Full Time enrollment for Summer term is 9 credits, unless otherwise noted.

Nursing Fees-Graduate
$41.67 per credit hour, Max $500.00 per term

The following table gives an estimate of the tuition of a single, undergraduate student during the nine month, 2015-2016 college year. Detailed information about the cost of attending the University is available from the Office of Enrollment Services.

<table>
<thead>
<tr>
<th>Residency</th>
<th>Amount Per Credit</th>
<th>Full Time (12 Credits) Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ND Resident</td>
<td>$352.72</td>
<td>$4,230.34</td>
</tr>
<tr>
<td>MN Reciprocity</td>
<td>$431.76</td>
<td>$5,181.34</td>
</tr>
<tr>
<td>Contiguous</td>
<td>$499.27</td>
<td>$5,991.34</td>
</tr>
</tbody>
</table>

These rates include the mandatory University fees

*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.

For current information on tuition and fee rates, visit the Student Account Services website at: www.und.edu/finance-operations/student-account-services/index.cfm.

Scholarships

Students must be admitted into the UND, College of Nursing and Professional Disciplines 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.

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 Graduate School 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 PhD student who presents a dissertation in completion of a degree must follow the CNPD guidelines. The student is responsible for knowing his or her academic standing and grade-point average. While the School of Graduate Studies 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 Graduate School 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” (2015-2016 Academic Catalog, p. 220).
The Doctoral Program Checklist provides a summary of the progression path to graduation. The student and advisor share responsibility for movement toward the completion of the various milestones that must be met prior to graduation.

*See APPENDIX J: Doctoral Program Checklist

All students seeking a Doctor of Philosophy degree must take a written comprehensive examination after a substantial portion of the coursework has been completed. An oral examination is also to be given after satisfactory completion of the written comprehensive examination. The examination is extensive and must cover in depth the field of nursing. This examination must be completed before advancement to candidacy but cannot be undertaken until the scholarly tool requirements have been completed. Comprehensive examinations which are failed may be repeated once after remediation with the prior approval of the Faculty Advisory Committee, the Department, and the Dean, but in no event earlier than at the next regularly scheduled offering.

*See APPENDIX K: Doctoral Comprehensive Examination Schedule

*See APPENDIX L: Doctoral Comprehensive Examination Policy

*See APPENDIX M: Doctoral Comprehensive Examination Procedure

**APPLY 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. 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.

- Apply for graduation online at [https://apps.und.edu/graduationonline/](https://apps.und.edu/graduationonline/)
- Observe the deadline for applications on the website
- 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 227 of the 2013-2015 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 University of North Dakota 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

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, will 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 roster, and instructors must submit by email a “Report of Incomplete Grade” form to the Office of the Registrar. The instructor may choose any one of the following options for the deadline to complete the course:

• The default date as stated in the “UND Schedule of Courses.”

• Extend to 12 calendar months after the end of the course.

• A date of the instructor’s choosing no later than 12 months after the end of the course.

Incomplete grades will convert to a grade of “FI” if a grade or incomplete extension is not submitted by the instructor to the Office of the Registrar on or before the deadline written on the “Report of Incomplete Grade” form.

The instructor of the course and the Dean of the College offering the course for undergraduates or the Dean of the School of Graduate Studies for graduate students must approve and sign the “Report of Incomplete Grade” form for any extension of incomplete beyond the default date listed in the “UND Schedule of Courses.” An incomplete grade must be changed by 12 calendar months from the ending date of the class. It is the student’s responsibility to contact their instructor about an incomplete grade posted on the final grade report.

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.
ESSENTIAL DOCUMENTS

Included in the Handbook are the College Mission Statement, Nursing Philosophy, and Doctoral 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 from CampusConnection.

**American Nurses Association Code of Ethics.** This is available at the University Bookstore and Library of the Health Sciences.
APPENDIX A– APPOINTMENT & CHANGE OF MAJOR ADVISORY COMMITTEE OR MAJOR ADVISOR FOR GRADUATE STUDIES
POLICY 609

Policy Number: 609
Policy Name: Appointment of Major Advisory Committee, Change in Major Advisor, or Change in Major Advisory Committee
Reviewed by: Graduate Council
Last Review Date: 10/24/14

All graduate students are assigned a permanent advisor upon admission to a nursing graduate track.

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.

The final oral defense of the thesis, capstone, dissertation or final submission of the independent study will not be held until at least 28 school days after the effective date of any advisor or committee changes.

Approved by Nursing Faculty 10/24/14
Approved by Graduate Council 9/12/86; R 5/7/90; R 2/5/93; R 5/10/00; R 10/07/05; 5/6/11
Presented to Faculty Organization 10/17/86
Approved by Nursing Faculty Organization 5/6/11
APPENDIX B – DOCTORAL PROGRAM REQUIREMENTS

Policy Number: 619

Policy Name: Graduate Nursing Program Admission Requirements (Doctoral)

Reviewed by: Graduate Council

Last Review Date: 10/24/14

Approved admission to the PhD degree program requires the following of all students:

- Completion of a bachelor's or higher degree in nursing from a nationally accredited program or equivalent nursing preparation.
- A cumulative Grade Point Average (GPA) of at least 3.00 for all undergraduate work or a GPA of at least 3.00 for the junior and senior years of undergraduate work (Based on A=4.00).
- A cumulative GPA of 3.5 or above in graduate course work.
- Graduate Record Examination or Miller's Analogy Test scores (taken within the past 5 years)
- Completion of a statistics course.
- A one to two page paper stating the applicant's research interests and professional goals.
- Evidence of current, unencumbered licensure to practice as a registered nurse.
- Three professional letters of recommendation.
- Résumé.
- All applicants must meet the School of Graduate Study's English Language Proficiency Requirement as well as a score of 24 on the writing sub test.
- An interview will be required for applicants meeting the admission requirements.
- Submit to and satisfactorily complete a background check immediately following admission and prior to beginning any coursework.

Approved by Nursing Faculty 10/24/14
APPENDIX C – NURSING GRADUATE STUDENT PROGRESSION

Policy Number: 605c
Policy Name: Nursing Graduate Student Progression Policy
Reviewed by: Graduate School
Last Review Date: 10/24/14

Progression

- 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.

- Students, including non-degree seeking students, must achieve a minimum grade of B (3.00) in all nursing courses and maintain a 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.

- 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.

- 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.

- 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.

- 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/_files/docs/catalogs/catalog-2011-2013.pdf on withdrawal procedures for further information.

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

- 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.

Approved by Nursing Faculty 10/24/14
Approved by Nursing Graduate Council 2/1/2013
Review by Graduate School 4/12/13; 1/15/14
APPENDIX D – TRANSFER OF NURSING CREDITS

Policy Number: 407b

Policy Name: Transfer of Nursing Course Request

Reviewed by: Nursing Faculty

Last Review Date: 10/24/14

Part A: Student completes and submits a separate form for each Nursing course:

TO: Department of Nursing Chair

FROM: (Student Name) _____________________________ (ID #) ____________

(Address) _____________________________________________

(Telephone #) _____________________________

(E-mail Address) ________________________________

Name/location of previous nursing program: ________________________________

REQUIRED: Attach syllabus, course description, overview, objectives, & topical outline.

Course #: ___________ Course Name: _____________________________

Credits: _________ Grade Received: ____________ Date Completed: ____________

Do you want to meet with or be present when the Department Chair/representative reviews your request?

Yes ___ No ___ If yes, please make an appointment with the chair/representative.

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 Department Chair: _____________________________ Date: ____________

Signature of Instructor (if appropriate): _____________________________ Date: ____________

Approved by Nursing Faculty 10/24/14

Editorial Changes Approved by the Undergraduate Nursing Curriculum Committee 12/04/09

Approved by Undergraduate Curriculum Committee 1/25/85; R 2/10/89; R 3/27/92; R 5/01/00; R 2/13/02; 2/26/07

Approved by Nursing Faculty Organization 5/09/00; 3/2/07
APPENDIX E – GRADUATE SCHOOL PETITION

University of North Dakota Graduate School
Twamley Room 414 – 584 Centennial Drive Stop S1-8 – Grand Forks, ND 58202-4178
Phone (701) 777-2764; 1-800-CALL-UND (ext 2764); Fax (701) 777-3019

GRADUATE SCHOOL PETITION

Name ___________________________________________ Date ______________ Phone # ______________
Address ___________________________________________ Student ID # __________________________
City, State, Zip ___________________________________________ E-Mail __________________________
Major & Degree ___________________________________________

This student petitions the Graduate School to:

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

Reason (be precise):

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Instructor ___________ ___________ ___________ ___________ ___________ ___________ ___________ ___________
Adviser ___________ ___________ ___________ ___________ ___________ ___________ ___________ ___________

Graduate Director or Chair of Dept.: _____________________________________________________________________

Graduate School Dean ___________ ___________ ___________ ___________ ___________ ___________ ___________

Approved ___________ ___________ ___________ ___________ ___________ ___________ ___________ ___________
Not Approved ___________ ___________ ___________ ___________ ___________ ___________ ___________ ___________
Date ___________ ___________ ___________ ___________ ___________ ___________ ___________ ___________

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>Fail 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 (350) beyond the number of credits allowed.</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enroll in more or less credits than allowed for your scholarship.</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The actions listed below require an administrative procedures petition form.

(Do not use this form: Ad Pm Petition forms are available on the Registrar’s Office or Graduate School websites)

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 2014)
### APPENDIX F – ACADEMIC GRIEVANCE PROCEDURE FOR STUDENTS

<table>
<thead>
<tr>
<th>Student Responsibilities</th>
<th>Faculty Committee or Administrative Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student first discusses the issue with the faculty, committee, or administrators involved and attempt to resolve the issue.</td>
<td>The faculty, committee, or administrators involved are responsible to meet in good faith with the student to attempt to resolve the issue and to document the meeting. Copy(s) of documentation to be given to the student.</td>
</tr>
<tr>
<td>The student may proceed by stating in writing his/her intent to initiate the grievance procedure to the party involved within 10 school days from the time the issue was discussed and not resolved.</td>
<td>The faculty, committee or administration involved should inform the student of the grievance procedure (CNPD Student Handbook) if the issue cannot be resolved.</td>
</tr>
<tr>
<td>If the issue is not resolved at this point, the grievance process may then be initiated by the student. The student may discuss the grievance procedure with his/her academic advisor for clarification.</td>
<td></td>
</tr>
<tr>
<td>It is the student's responsibility to advance the grievance in accordance with following procedure. The student must first obtain the Student Grievance Statement Form from the Admissions and Records Associate of the College of Nursing and Professional Disciplines. A Student Grievance Statement must be submitted to the faculty, committee or administrator involved within 10 school days following the written initiation of intent of the grievance procedure. The student then: a. Submits the copy to the Admissions and Records Associate for placement in a separate grievance file until resolution of the grievance. b. Retains the original copy. The student must schedule an appointment with the individual(s) with whom the issue originated. The original copy of the Student Grievance Statement Form is submitted to the involved individuals at this time. This will allow time for review of the grievance, prior to the formal review, by the individual(s) involved.</td>
<td>Upon receipt of the Student Grievance Statement, the individual(s) involved will meet with the student who initiated the grievance and attempt to resolve the issue in a timely manner (not to exceed 10 school days*).</td>
</tr>
</tbody>
</table>
If the grievance is not resolved with the individual(s) involved, the student should discuss and attempt to resolve the issue within 10 school days with the next person following the CNPD organizational chart.

If the grievance is not resolved at the last available level with exclusion of the Dean, the next step is the CNPD Student Special Appeals Board. Action must be taken in 10 school days. (See the Student Special Appeals Policy.)

DISPOSITION OF GRIEVANCE MATERIALS

The last faculty, committee, or administrative person hearing the grievance shall keep the original Student Grievance Statement and the Statement of Decisions Related to Grievance forms that have been completed by other faculty, committee, or administrators hearing the grievance. These shall be sealed and placed in the student grievance file in the Admissions and Records Office of the College of Nursing and Professional Disciplines. Other copies of the grievance shall be destroyed by the Admissions and Records Associate upon completion of the grievance process. Only the Dean and/or the student can open the sealed envelope. The student shall inform the Admissions and Records Associate in writing prior to graduation if they do not want the file to be destroyed. Otherwise, the grievance file shall be destroyed upon graduation.

If a student withdraws a grievance without completing the process, all related records will be destroyed.

* School day is defined as any day Monday through Friday in which University classes are scheduled to meet.

Approved by Undergraduate Nursing Student Concerns Committee 3/9/00
Approved by Student Concerns Committee 3/25/83; R 8/23/85; R 1/24/92; R 2/14/92; R 1/10/95;
R 2/28/95; R 9/19/95
Editorial Changes by Student Concerns Committee 5/12/89; R 4/26/93
Critiqued by Legal Counsel Pat Seaworth 6/17/93
Approved by Faculty Organization 5/6/83; R 9/6/85; R 5/1/92
Critiqued by Legal Counsel, Jeremy Davis, General Counsel, UND, 9/7/95
Presented to Faculty Organization, 11/3/95
Approved by Nursing Faculty Organization
APPENDIX G – GUIDELINES FOR GRADUATE STUDENT GRIEVANCE HEARINGS

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 Graduate School web site or contact The Graduate School for the most current guidelines.

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;

G. 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. GRADUATE SCHOOL 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 Graduate School 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 Graduate School.

- 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:
  o The disputed academic decision (within the jurisdiction of the Graduate Committee)
  o The person that made the decision;
  o The date the decision was made;
  o All efforts made to resolve the dispute informally and formally;
  o Information directly relevant to the Panel's review of the grievance;
  o Relevant witnesses or individuals whom the grievant may call during the hearing;
  o Any other relevant pertinent evidence or documents; and
  o 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 Graduate School 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:
  o Issues raised by the grievant;
  o All efforts made to resolve the dispute informally and formally;
  o Information directly relevant to the Panel's review of the grievance;
  o Relevant witnesses or individuals whom the Graduate Dean may call during the hearing;
  o Any other relevant pertinent evidence or documents; and
  o 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:
  o 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;
  o 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;
  o 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;
  o Summary by the Graduate Dean (5 minutes);
  o Summary by the Student (5 minutes);
  o 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, to include:
  
  o A statement addressing the subject of the grievance;
  
  o A decision that indicates whether the grievance is upheld, denied, or if a modified solution
    to the situation is recommended;
  
  o (Optional) recommendations, if appropriate, for further actions by University authorities.

- All members of the Panel sign the Decisions, 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/_files/docs/academic-grievance-hearing.pdf](http://graduateschool.und.edu/_files/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.
- 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, Graduate School, 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
<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 (Sex Offender Registry)</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 supplemental 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. - Internal Database + National Background Data</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 county of the state jurisdiction. Federal criminal records are available nationally or by state. - PACER (Public Access to Court Electronic Records)</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 court researchers that physically enter the court houses 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 falsely and embellish their resumes. In today's fast 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. - Primary Source</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 I – STATEMENT OF ABSENCE OF SYMPTOMS

Policy Number: 247b
Policy Name: Statement Of Absence Of Symptoms
Reviewed by: Student Concerns
Last Review Date: 12/04/09

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 College of Nursing & Professional Disciplines 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 J – DOCTORAL PROGRAM CHECKLIST

**UNIVERSITY OF NORTH DAKOTA**  
**COLLEGE OF NURSING & PROFESSIONAL DISCIPLINES**  
**DOCTORAL PROGRAM CHECKLIST**

<table>
<thead>
<tr>
<th>Student:</th>
<th>Advisor:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Recommended Timeline</th>
<th>Forms Required</th>
<th>Date Accomplished/ Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection of a Chair/Permanent Advisor</td>
<td>Semester 1</td>
<td>Advisor or Committee Appointment Request (Change)</td>
<td></td>
</tr>
<tr>
<td>Formation of Dissertation Committee</td>
<td>Before end of semester 2</td>
<td>Advisor or Committee Appointment Request</td>
<td></td>
</tr>
<tr>
<td>Filing of Program of Study</td>
<td>Before end of semester 2</td>
<td>Program of Study - Doctoral</td>
<td></td>
</tr>
<tr>
<td>Filing of Changes to Program of Study</td>
<td>As changes are required</td>
<td>Change to Program of Study</td>
<td></td>
</tr>
<tr>
<td>Research Practicum (3-6 credits)</td>
<td>Prior to application to take comprehensive exam</td>
<td>Verification on transcript</td>
<td></td>
</tr>
<tr>
<td>Application for and Successful Completion of Comprehensive Exam</td>
<td>At, or near, completion of all course work</td>
<td>Doctoral Comprehensive Exam Application</td>
<td></td>
</tr>
<tr>
<td>Advancement to Candidacy</td>
<td>After successful completion of comprehensive exam</td>
<td>Doctoral Comprehensive Exam Application/verification of Pass</td>
<td></td>
</tr>
<tr>
<td>Dissertation Proposal Meeting</td>
<td>Dissertation Chapters 1-3; Submitted to committee members at least 2 weeks prior to meeting</td>
<td>Topic Proposal Form; Dissertation Proposal Approval Form (Internal Nursing form)</td>
<td></td>
</tr>
<tr>
<td>Regulatory Approval</td>
<td>Approval prior to initiating research (e.g., IRB, IACUC, HIPAA)</td>
<td>Letters of approval from appropriate regulatory bodies</td>
<td></td>
</tr>
<tr>
<td>Completion of dissertation credits (15)</td>
<td>After successful completion of comprehensive exam and by end of program</td>
<td>Verification on transcript</td>
<td></td>
</tr>
<tr>
<td>Completion of dissertation seminar credits (3)</td>
<td>After successful completion of comprehensive exam and by end of program</td>
<td>Verification on transcript</td>
<td></td>
</tr>
<tr>
<td>Submit application to graduate</td>
<td>See graduate school published deadline</td>
<td>Application to graduate</td>
<td></td>
</tr>
<tr>
<td>Preliminary dissertation approval</td>
<td>Final draft of completed dissertation submitted to</td>
<td>Preliminary Approval of Dissertation</td>
<td></td>
</tr>
<tr>
<td>Notification of Doctoral Defense</td>
<td>By Preliminary Approval deadline and at least 2 weeks prior to scheduled oral exam/defense by advisor</td>
<td>Doctoral Notice of Defense</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------------------------</td>
<td></td>
</tr>
<tr>
<td>Successful completion of Doctoral Defense</td>
<td>See graduate school published deadline</td>
<td>Final Report on Candidate</td>
<td></td>
</tr>
<tr>
<td>Removal of incomplete grades for dissertation credits</td>
<td>After successful completion of doctoral defense (see graduate school deadline) by advisor</td>
<td>Removal of In-Progress Grade (SP/UP)</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Program Requirements**

| Submission of grant application to funding agency | During PhD program, as appropriate | UND Proposal Transmittal form; Grant proposal |
| Submission of manuscript for publication | During PhD program, as appropriate | Confirmation of receipt from journal |
| Presentation of research at regional or national meeting | During PhD program, as appropriate | Acceptance letter from conference organizer |
| Attendance at doctoral intensive | Biannually during PhD program | Verification of attendance |

| Year 1: | Year 2: | Year 3: | Year 4: | Year 5: | Year 6: | Year 7: |
| Year 1: | Year 2: | Year 3: | Year 4: | Year 5: | Year 6: | Year 7: |
# APPENDIX K – DOCTORAL COMPREHENSIVE EXAM SCHEDULE

### Comprehensive Examination Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall Deadlines</th>
<th>Spring Deadlines</th>
<th>Summer Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of application</td>
<td>Sept 24</td>
<td>February 14</td>
<td>July 9</td>
</tr>
<tr>
<td>Approval of Graduate School</td>
<td>October 8</td>
<td>February 28</td>
<td>July 23</td>
</tr>
<tr>
<td>Appointment of Exam Committee</td>
<td>October 15</td>
<td>March 6</td>
<td>July 30</td>
</tr>
<tr>
<td>Notification to student</td>
<td>October 22</td>
<td>March 13</td>
<td>August 6</td>
</tr>
<tr>
<td>Submission of written exam</td>
<td>November 5</td>
<td>March 27</td>
<td>Aug 20</td>
</tr>
<tr>
<td>Grading of written exam</td>
<td>November 19</td>
<td>April 10</td>
<td>Sept 3</td>
</tr>
<tr>
<td>Completion of oral exam</td>
<td>December 10</td>
<td>April 24</td>
<td>Sept 17</td>
</tr>
</tbody>
</table>
**APPENDIX L – DOCTORAL COMPREHENSIVE EXAM**

**PhD Comprehensive Examination**

All students seeking a Doctor of Philosophy degree must take a written comprehensive examination after a substantial portion of the coursework has been completed. Students must apply for permission to take the doctoral comprehensive examination on the “Doctoral Comprehensive Examinations” form available online from the UND Graduate School. *(Undergraduate and Graduate Academic Catalog).* The doctoral comprehensive examination will be offered in fall and spring semesters. The opportunity to take doctoral comprehensive examination in summer semester will be determined by the Graduate Council.

**Eligibility**

Eligibility or student readiness for the doctoral comprehensive examination will be determined in conjunction with the major advisor and will normally occur following completion of the nursing discipline and scholarly tools course work. Ideally, the scheduling of the comprehensive examination will be during or after the final semester of pre-dissertation course work. Students must have an approved Doctoral Committee and program of study to be eligible to apply for the doctoral comprehensive examination.

The student will apply to take the doctoral comprehensive examination using the “Doctoral Comprehensive Examinations” form. Students will be eligible to take the doctoral comprehensive examination upon approval of the Dissertation Committee Chair (Major Advisor), PhD Program Director and Dean of the Graduate School.

Students who do not pass the doctoral comprehensive examination may repeat the procedure once, in accordance with the Graduate School’s policy. The student who does not successfully complete the doctoral comprehensive examination in two attempts is academically disqualified to continue in the PhD program.

**Purpose**

The purpose of the doctoral comprehensive examination is to evaluate the student’s ability to creatively synthesize and integrate complex knowledge from nursing and related disciplines while exploring a concept with relevance for nursing (capstone experience). The doctoral comprehensive exam includes a written and oral component.

The areas of evaluation for the doctoral comprehensive examination include the following:

1. Nursing discipline knowledge, encompassing materials from NURS 570, 571, 577, and 572;
2. Knowledge in area of interest/inquiry, encompassing a line of inquiry and synthesis of the student’s specific field of interest;
3. Methodologic and analytic knowledge, encompassing scholarly tools, research methodologies, from NURS 574, 575, 573, and the student’s specific analytic tools courses.

**Written Doctoral Comprehensive Examination**

The written examination will consist of a scholarly paper demonstrating synthesis and integration of nursing discipline knowledge, scholarly tools and the student’s problem area. The written examination will be in the format of either a research grant proposal or a publishable manuscript for a peer-reviewed journal. While the comprehensive exam should synthesize previous coursework, it should not duplicate an assignment from previous courses. The student should consult with his/her advisor to determine the appropriate format.
Oral Doctoral Comprehensive Examination

Examination will include questions related to the three areas of evaluation as defined above. The oral examination will also address written feedback regarding the student’s performance on the written portion of the doctoral comprehensive examination.

Approved by Doctoral Council 5/19/2004; R 12/7/2004; R 2/17/06; R 10/16/09
Approved in Graduate Council 12/4/09; Edited 4/23/10; R 3/4/11; R 5/6/11
Approved by Nursing Faculty Organization 10/16/09; 2/19/10; Edited and approved 4/15/11; R 5/6/11
APPENDIX M – DOCTORAL COMPREHENSIVE EXAM PROCEDURE

Intent to Take Doctoral Comprehensive Examination

Students must confer with the permanent faculty advisor regarding their readiness for the doctoral comprehensive examination. Submission of the application to take the doctoral comprehensive examination will serve as an indication of student intent and readiness for examination. The doctoral comprehensive examination application will be submitted to the office of the Associate Dean for Graduate Studies by September 15 (fall semester), February 1 (spring semester) or April 15 (summer semester, if available).

Doctoral Comprehensive Examination Committee Determination

A committee of three tenured/tenure track faculty members with full graduate faculty status will comprise the Examination Committee. The student may request, in writing to the PhD Program Director, one member for the examining committee. Two members with content expertise will be recommended by the Graduate Council. The PhD Program Director will consider these recommendations in appointing and notifying the three faculty members of their appointment to serve as examiners. One faculty member will be designated the convener of the committee. Faculty selected by the Graduate Council will serve on no more than three Examination Committees in a semester.

Students are expected to demonstrate the following:

- The ability to systematically explore a concept or phenomenon demonstrating nursing discipline knowledge.
- The ability to critically analyze and synthesize the literature, supporting the development of a cogent argument and meaningful, defensible conclusions.
- The ability to demonstrate knowledge of scholarly tools in the advancement of new knowledge.
- The ability to communicate a line of inquiry and synthesis of the specific field of interest clearly and logically.

Criteria for Evaluation of the Doctoral Comprehensive Examination

Evaluation criteria include the following:

Nursing discipline knowledge

- Explicate and evaluate theoretical/philosophical underpinnings appropriate to the proposed concept, phenomenon or issue being examined.
- Specify theoretical statements from referenced theory. The theoretical statements may include definitional statements, existence statements, and relational (associative and causal) statements.
- Select two theoretical statements referenced above and address the following:
  - Analyze the assumptions, structure and implications of each statement
  - Judge each statement’s adequacy and appropriateness for directing the development of nursing knowledge.
  - Analyze the potential benefit and ethical implications with vulnerable populations.

PhD in Nursing Student Handbook 2015-2016
Knowledge in area of interest/inquiry

- Demonstrate a systematic exploration of a concept, phenomenon, or clinical issue relevant to the nursing discipline
- Critically analyze and synthesize the literature to articulate the state of knowledge to support the phenomenon
- Identify specific gaps in knowledge and demonstrate an ability to generate original thought and/or identify how new knowledge would benefit the discipline.

Methodologic and analytic knowledge (scholarly tools, research methodologies, analytic tools)

- Demonstrate knowledge of scholarly tools (both qualitative and quantitative) in the advancement of new knowledge
- Demonstrate critical thinking in developing the research strategy or discussion/argument (e.g. comparing and contrasting, evaluating).

Integration of knowledge/Scholarship

- Demonstrate development of a cogent argument and meaningful, defensible conclusions
- Present the written paper in logical manner and clearly articulate the information
- Demonstrate appropriate scholarship, using primary resources to include seminal work from nursing and other relevant literature
- Demonstrate overall synthesis and integration of knowledge from all coursework and requisite supplemental learning offerings (e.g. PhD Intensives, Responsible Conduct of Research, IRB training, etc.) as it applies.

Written Doctoral Comprehensive Examination

- An electronic copy of the written comprehensive examination must be submitted to the PhD Director by the date indicated on the examination schedule (see schedule at end of this procedure).
- Examination Committee members will meet within ten business days of receiving the paper. If two of the three members indicate the paper is satisfactory, the committee will schedule the student oral examination. The convener will notify the student in writing of the date, time, and location within one week following the meeting.
- If a student’s paper is determined to be unsatisfactory, the convener will notify the student in writing along with the Examining Committee’s recommendations for improvement. It is recommended that the student make an appointment to meet with the Examining Committee convener to review recommendations. The student may continue course work except for dissertation seminar (NURS579) and dissertation credits (NURS999). The retake examination will be graded by the original Examining Committee whenever possible.

Format

Options for doctoral comprehensive examination format include a research grant proposal or a publishable manuscript prepared for a peer-reviewed journal. If either of these formats does not logically allow the student to meet all criteria for evaluation, a maximum of 5 additional double-spaced pages may be included to address the missing content areas. Specific areas to include would be those that were not addressed in the written doctoral comprehensive examination, developed to demonstrate how these areas inform the primary
examination and fully address examination criteria. Papers must be typed using Times New Roman 12-point font and double-spaced using the following format requirements:

The research grant proposal will use the format required by the National Institutes of Health R-series awards, limited to a maximum of 13 pages (similar to that of the R01 funding mechanism). The description for the required components is based on the PHS SF424 (R&R) Application Guide for NIH and Other PHS Agencies, unless otherwise indicated.

- Specific Aims (1 page)

  State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved. List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

- Research Strategy (12 pages)

  Organize the Research Strategy in the specified order using the instructions provided below. Start each section with the appropriate section heading – Significance, Innovation, Approach. Cite published experimental details in the Research Strategy section and provide the full reference in the Bibliography and References Cited section (not included in the page limit).

  - Significance

    - Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
    - Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
    - Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

  - Innovation

    - Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
    - Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
    - Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

  - Approach

    - Include a synthesis of a review of the literature and preliminary studies that provide justification and feasibility for the project (Russell & Morrison, 2011).
- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project.
- Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- If there are multiple Specific Aims, Significance, Innovation and Approach may be addressed for each Specific Aim individually, or may address Significance, Innovation and Approach for all of the Specific Aims collectively.
- Timetable
- Future Directions

A publishable manuscript should address the specific author guidelines of a peer-reviewed journal that is appropriate for the topic and methods. The appropriate journal is determined in collaboration with the student’s advisor. A copy of the author guidelines is to be attached to the completed paper. The length of the manuscript should be limited to a maximum of 13 pages.

**Oral Doctoral Comprehensive Examination**

After satisfactory completion of the written portion of the examination, the examination convener will provide written feedback regarding the student’s performance on that portion of the doctoral comprehensive examination to the student prior to the implementation of the oral portion of the examination. The oral doctoral comprehensive examination will be scheduled within 10 business days following the communicated results of grading of the written portion of the examination.

During the oral doctoral comprehensive examination, the Examination Committee will address questions to the student concerning the three areas of evaluation and feedback from the written doctoral comprehensive examination. Immediately following the oral doctoral comprehensive examination, the Examination Committee will meet in executive session to determine whether the student has passed the examination. The Examination Committee will consider the established criteria for the doctoral comprehensive examination and the ability of the student to discuss the criteria in a knowledgeable manner during the oral doctoral comprehensive examination. Two out of the three examiners must concur in order for the student to pass the examination. Students will be apprised of the final outcome of the oral comprehensive examination within 2 business days.

**Grading**

The student will be notified verbally and in writing of the Examination Committee’s decision. The convener will notify the Dean of the College of Nursing and Professional Disciplines and PhD Program Director utilizing the Doctoral Comprehensive Examination form that a student has been successful. A written summary report will prepared by the convener. The written summary report will be provided to the student and a copy placed in the student’s file. A copy of this written report will be forwarded to the student’s advisor, if the advisor was not a member of the examining committee. The student may then enroll in dissertation seminar (NURS579) and dissertation credits (NURS999).

In the event that the student is not successful, the Examination Committee will provide the student with guidelines for improving performance. The convener will note in the student’s file that the student had been unsuccessful with passage of the first doctoral comprehensive examination attempt.
Students who do not pass the doctoral comprehensive examination may repeat the procedure once, in accordance with the Graduate School’s policy.

The student who does not successfully complete the doctoral comprehensive examination in two attempts is academically disqualified to continue in the PhD program.