Dean’s Message

Welcome Students!

I’m very pleased to welcome you to the University of North Dakota. Congratulations on embarking on your new career in nursing with us. 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 Baccalaureate of Science in Nursing Handbook to provide you with information about academic and general student matters that can facilitate your learning experiences and interactions in the College and at UND. Other resources that will help you are the University of North Dakota Undergraduate and Graduate Academic Catalog and the UND Code of Student Life. These publications are available online or at the Registrar’s Office and the Dean of Students Office.

Our dedicated faculty and staff are here to help you succeed in your undergraduate 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!

Dr. Gayle Roux, PhD, NP-C, FAAN
Professor and Dean
College of Nursing and Professional Disciplines

Stephanie Christian, MS, RN
Chair, Undergraduate Program
College of Nursing and Professional Disciplines
ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

Student Name: ________________________________________________________________
(Please print legibly)

Student ID: ______________________________________________________________________

Current Address: __________________________________________________________________
______________________________________________________________________________

Dear Student:

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

It is very important that you read this document carefully and sign where indicated below. The signed statement is required by the College of Nursing and Professional Disciplines and will become part of your student record.

As a student of the University of North Dakota, I commit myself to upholding the UND Honor Code as described in the Code of Student Life. I pledge my commitment to the professional and academic values of the College of Nursing and Professional Disciplines. I will act with honesty and integrity. I will strive for academic excellence. I will respect all those involved in my educational experiences. I accept responsibility for my professional, academic and clinical actions. I have read the Nursing Student Conduct Standards Policy. My signature indicates agreement to accept and abide by this policy.

As an undergraduate nursing student in the College of Nursing and Professional Disciplines I accept and agree that it is my responsibility to obtain and review documents and adhere to guidelines, therein:

Undergraduate Nursing Student Handbook

Signature: __________________________________________ Date: ______________

Code of Student Life

Signature: __________________________________________ Date: ______________
DIRECTORY

Welcome to the University of North Dakota College of Nursing & Professional Disciplines. The Administration, Faculty and Staff in the College of Nursing & 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 CNPD is comprised of 3 floors.

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

2nd FLOOR: Classrooms
Office Space –Technology Support
Restrooms
Office of Student Services
Electronic Signage

3rd FLOOR: Administrative, Faculty, and Staff offices for the CNPD and RAIN Program
Study Rooms
Restrooms
Conference Rooms
Electronic Signage
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 nation. It is fully dedicated to interdisciplinary and translational research with partners across the campus and the state and reflects the value the College places on research and learning.
KEY ADMINISTRATIVE AND STAFF:
You will get to know each of the faculty as you enroll in your classes or participate in various function/committees with them within the College of Nursing & Professional Disciplines. The following are key individuals with the College of Nursing & Professional Disciplines.

**Dean:** Dr. Gayle Roux (Suite 363, 777-4555)
**Office Manager to the Dean:** (Suite 363, 777-4535)
**Administrative Assistant to the Dean:** Lisa Brown (Suite 363, 777-4555)
**Associate Dean:** Dr. Darla Adams (Room 354, 777-4544)

**Graduate Program Nursing Chair:** TBA (Room 359, 777-2970)
**Department Secretary for Graduate Nursing:** Teresa Evanson (Room 360, 777-4556)

**Undergraduate Program Nursing Chair:** Stephanie Christian (Room 359, 777-4505)
**Department Secretary for Undergraduate Nursing:** Cyndee Leppke (Room 310, 777-4542)

**Director for Clinical Resource and Simulation Center:** Darlene Hanson (Room 327, 777-4551)
**Director of the PhD Program:** Dr. Tracy Evanson (Room 380-H, NPCBR building, 777-4559)

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

**Office of Student Services Staff**
- Receptionist and Records Officer: Beth Toay (Suite 205, 777-4174)
- Academic Advisor and Recruitment Specialist: Marlys Escobar (Suite 205C, 777-4534)
- Academic Advisor and Recruitment Specialist: Valerie Bauer (Suite 205E, 777-4541)
- Academic Advisor and Admissions/Records Specialist: (Suite 205A, 777-4548)
- Assistant Director of OSS/Nursing Student Specialist: Robyn Bancroft (Suite 205F, 777-4553)

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

NURSING MISSION STATEMENT AND PHILOSOPHY – POLICY 400

The Department of Nursing shares the mission of the University of North Dakota: serve the state, the country, and the world community through teaching, research, creative activities and service; through sponsorship and encouragement of basic and applied research, scholarship and creative endeavor, the University contributes to the public well-being; encourages students to make informed choices, to communicate effectively, to be intellectually curious and creative, to commit themselves to lifelong learning and the service of others, and to share responsibility for both their own communities and for the world.

The mission of the Department of Nursing is to educate individuals for professional roles in nursing and nutrition. The Department of Nursing strives to enhance the health of people in the region, nation, and across the globe by preparing leaders in nursing and nutrition through innovative, accessible programs, and significant faculty and student scholarship 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 emphasizes development of human potential.
- Nurses collaborate with recipients of nursing care and others to prevent illness, alleviate suffering, and promote, protect and optimize the health of individuals, families, groups, communities and populations.
- Nurses are committed to serving vulnerable, rural and underserved populations.
- Nurses bring discipline, specific knowledge, competencies, and values to the inter-professional healthcare team.
- The context of nursing is dynamic, complex and multidimensional.

Professional nursing practice is supported by a sound knowledge base.

- Research informs and builds our profession.
- Nursing education at the baccalaureate level integrates content from the arts and humanities, social and physical sciences, and requires competencies in patient care technology, communication and information management.
- Coursework enhances personal and professional skills, promotes lifelong learning, clinical leadership, and evidence-based practice within a context of globalization.
- Education at the master’s level prepares graduates who apply knowledge of the discipline and generate theory-based research for specialized nursing practice.
- Education at the doctoral level enables nurse scientists to make significant original contributions to the body of knowledge.
Teaching is a process designed to facilitate learning within an academic environment that is student centered and supports various learning styles and diverse cultural perspectives. Students and faculty are active and responsible participants in the venture of learning and research. Faculty utilizes innovative teaching methods to guide nursing students as they acquire the knowledge, skills, and ability to function independently in diverse settings.

ACCREDITATION

The Bachelor of Science Program in Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE).

ADMINISTRATION

The administration of the College of Nursing & Professional Disciplines is led by Dr. Gayle Roux, Dean and Professor. The Graduate Nursing Program Chair is TBA; and Stephanie Christian, MS, RN, Chair, Undergraduate Nursing program.

STATEMENT OF NON-DISCRIMINATION

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


BACCALAUREATE NURSING PROGRAM –POLICY 401

OBJECTIVES

- Provide safe, competent, and culturally responsive nursing care for individuals, families, communities and populations across the life span in a variety of settings.
- Coordinate community resources across the care continuum for individuals, families, communities and populations.
- Assume responsibility for leadership and management in health-oriented systems.
- Advocate for health care that reflects sensitivity to diversity and a view of clients as holistic beings.
- Implement teaching-learning processes that promote health and prevent illness and alleviate suffering of individuals, families, communities and populations.
- Demonstrate intellectual curiosity, critical thinking, and motivation toward continue life-long learning.
- Examine practice for evidence of a theoretical and research base. Utilize theoretical and research evidence as a basis for practice.
- Communicate effectively, by integrating a caring, collaborative professional approach.
- Demonstrate competency in accessing, interpreting, and communicating information using, oral, written and electronic methods.
- Demonstrate legal and ethical accountability for nursing decisions and actions.
- Demonstrate attitudes values and competencies consistent with the practice of professional nursing.

**BSN Traditional Programs**

The College of Nursing and Professional Disciplines offers several options with lead to a Bachelor of Science in Nursing.

**Traditional Tracks**

Currently the largest program, it is typically filled with students who come to UND as freshmen or transfer students without a previous bachelor's degree or RN license. Courses are completed on-campus with clinical experiences in the Grand Forks region. Following completion of pre-requisite courses students apply for admission to this track and nursing courses are completed in five semesters.

**Accelerated or BAC-2 Track**

A bachelor's degree in a field other than nursing is required. Once admitted to the program, students complete nursing courses in four academic terms - three semesters and a summer. Courses are offered through the Division of Distance Education but students are required to attend on campus and clinicals are completed in the Grand Forks region.

**LPN to BSN Track**

Students who are licensed practical nurses may complete prerequisites and apply for admission to the traditional on campus nursing program, completing in less time and with fewer credits per term.

**RN to BSN Track**

Students who are registered nurses with a diploma or associate degree in nursing and who wish to attain a BSN may apply to this program. Courses are completed online utilizing distance education technology.

**N394 Independent Study Policy – Policy 411**

**Philosophy**

Independent study is designed:

- To extend work done previously.
- To investigate a new area or expand knowledge.
- To be theoretical in nature with or without clinical experience.
- To remain flexible solely for the purpose of inviting student creativity and individuality.
- To have evaluation of a project as the primary responsibility of the supervising faculty member.

**General Information**

- Students must be admitted to the College of Nursing to enroll. Students at sophomore, junior and senior level in the College of Nursing may enroll.
- Students planning to do independent study are to enroll in Nursing 394.
- A total of one to ten credits may be earned in Nursing 394.
• Student’s interest and motivation, not GPA, is the criteria for enrollment in Nursing 394.
• Guidelines regarding College of Nursing credit allotment are to be followed.

**REGISTRATION**

• The student must select a supervising faculty member prior to registration for the course. The student must obtain a call number from the instructor in order to register.
• The student will submit to the supervising faculty member a proposal for study and the desired number of credits two weeks before the end of the semester.
• Register for Nursing 394 for S/U grade.

**CONDUCT OF STUDY**

The student must submit a proposal which includes:

• Purpose and general description.
• Specific objectives in measurable terms
• Plans to meet objectives.
• Proposed method of evaluating achievement.
• Final proposal must be typewritten.

Submit a mid-course progress report to the supervising faculty member or meet with faculty member.
Submit a summary report to the supervising faculty member indicating objectives, implementation of plan and evaluation.

**GUIDELINES FOR FACULTY SUPERVISING STUDENTS IN AN INDEPENDENT STUDY**

The supervising faculty member may assist the students in:

• Delineating the topic.
• Formulating objectives.
• Developing a plan for implementation.
• Developing a time schedule.
• Arranging clinical experience if included in the project.
• Identifying resources of many varieties.
• Evaluating progress toward achievement of objectives.
• Arranging or supervising a clinical experience if necessary.
• Preparing of the paper and presentations

The supervising faculty member must:

• provide a copy of this policy to the student prior to enrollment
• evaluate the student’s performance on the stated objectives
• be available for periodic conferences
• provide a listing of students and topics to the Department Chair, and the Office of Student Services
• report the student’s final grade to the Office of Student Services
• retain a copy of the independent study report for one year
• submit to the Registrar’s Office a descriptive title form with grade (the form is available in the Office of Student Services)

ADVISEMENT AND REGISTRATION

ACADEMIC ADVISEMENT

Each undergraduate student is assigned an advisor in the Office of Student Services and a faculty advisor. You are strongly encouraged to see your Office of Student Services advisor each semester. Although advising includes much more than course selection, times when it is especially important to see an advisor are prior to admission to the program, prior to each registration period, and prior to graduation from the program. You are ultimately responsible to see that all academic requirements are complete, but advisors are here to assist you whenever possible. When possible it is helpful if you can make an appointment in advance. Your advisor assignment is available to you in Campus Connection, or you may inquire at the Office of Student Services. Faculty advisors are available to assist students with academic questions or concerns.

ACCESS OF INFORMATION

In accord with the University Policy (Code of Student Life), [http://und.edu/student-affairs/code-of-student-life/ Section 8, Student Records] and the Family Educational Rights and Privacy Act of 1974, amended 1998, the Department of Nursing accepts responsibility for the confidentiality of the educational records of pre-nursing, undergraduate nursing, and nursing graduates. To carry out that responsibility, Nursing has adhered to the following policies:

DIRECTORY INFORMATION (SECTION 8-2 OF UND CODE OF STUDENT LIFE)

EDUCATIONAL RECORDS (SEE SECTION 8-3 OF UND CODE OF STUDENT LIFE FOR FULL DETAILS)

Educational records housed in the CNPD include information directly related to the student’s academic and clinical progress including registration and course information, transcripts, clinical evaluations, notes regarding academic and clinical 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 Nursing by the student.

The student’s educational record is accessible to University personnel who shall be defined as faculty, departmental chairs, advisors, and administrative personnel who have responsibilities related to a specific student. This CNPD policy is essential because of: (1) the sequential nature of the curriculum, (2) the legal liability of faculty for the clinical performance of students, and (3) the need to protect clients assigned to students and students providing care.

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 Office of Student Services.
Services or your faculty advisor. The above and other aspects of Section 8 of the Code of Student Life shall be observed in the Department of Nursing.

*See APPENDIX A for Pre-Nursing and Undergraduate Nursing Curriculum

BACKGROUND CHECKS AND STUDENT IMMUNIZATION TRACKER

Students who are currently enrolled must submit to and satisfactorily complete an annual background check as a condition of continuing enrollment in the Department of Nursing. Students may need to complete additional background checks if required by an agency prior to participation in a clinical experience.

The Department of Nursing 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 CON, practicum clinical agencies and to employers. Additionally, Verified Credentials will send you weekly e-mail reminders of missing health records as needed by the CON. 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 – POLICY 207

APPLICABILITY

This policy applies to all UND nursing students.

POLICY

Applicants must submit to and satisfactorily complete the approved UND, Department of Nursing background check as a condition of admission. An offer of admission is contingent upon the successful completion of the background check(s) with results deemed favorable. Admission may be denied or rescinded based on the outcome of the background check. Background checks must be completed annually prior to starting classes and may not expire during the academic year.

Students who are currently enrolled must submit to and satisfactorily complete an annual background check as a condition of continuing enrollment in the Department of Nursing. Clinical agencies may have requirements which include verifications other than those required by the Nursing. In those situations, students will be required to meet those individual agency standards prior to clinical placement, which may result in additional costs to the students. Students who refuse to submit to a background check or do not pass the background check as defined by Nursing will be dismissed from the program.

As noted above, it is a requirement of the Minnesota Department of Human Services (DHS) that any student placed in Minnesota for a clinical/practicum experience and who has direct contact with vulnerable persons (children, elderly, those with mental health issues, disabled, homeless etc.) complete an additional background check. DHS considers any hospitalized patient a vulnerable person and in essence, any client under the care of a health care provider to be vulnerable. Students certainly may potentially provide direct care to any or all of these populations in any clinical/practicum. Since it is clearly a requirement of educational programs to meet this requirement, we need to have all students placed in MN agencies complete an additional background check on an annual basis. The cost is paid by the student.
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 student or applicant’s suitability to function in such a setting is imperative to promote the highest level of integrity in health care services.

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

Clinical experiences are an essential element in certain professional programs. Students who cannot participate in clinical 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 Department of Nursing/UND, the student or applicant.

The UND Department of Nursing is obligated to meet the contractual requirements contained in affiliation agreements with the various community facilities.

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

BACKGROUND CHECK REPORT

OBTAINING A BACKGROUND CHECK REPORT

The Department of Nursing 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 the background check through the approved UND vendor in order to assure consistency of collected data. The student is responsible for payment of any fees incurred in obtaining the required background check. If a clinical agency requires an additional background check, students are responsible for any cost involved.

SCOPE

- Background checks will include such things as the following: 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
- (OFAC) 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**

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 Department of Nursing will inform them of their rights and how to contact the designated company to challenge the accuracy of the report. The process and timeline are delineated in Procedure 207a.

**PROCEDURE: BACKGROUND CHECKS FOR APPLICANTS AND STUDENTS OF COLLEGE OF NURSING & PROFESSIONAL DISCIPLINES – POLICY 207A**

**PROGRAM APPLICANTS/STUDENTS**

Applicants who receive a letter offering admission will be notified that admission is contingent upon the successful completion of a criminal background check. The letter offering admission will specify a date by which the background check must be submitted and results deemed favorable in order to secure an admission spot.

If the report contains findings of concern, the Undergraduate or Graduate Department Chair, the Undergraduate Council Chair or Graduate Council Chair, and Director of the Office of Student Services, will convene to review the results of the background check. The applicant may be required to submit additional information relating to the findings, such as a written explanation, court documents and police reports. The student will have 10 working days in which to provide this information. The committee will review all information available and determine whether the offer of admission should be withdrawn. Decisions made by the committee related to the criminal background review of applicants are final. Should an applicant choose to appeal the committee’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 students, if the reviewing committee determines that dismissal from the program is warranted, a recommendation will be made to the Dean. The student will be informed of the decision by the Dean. Should a student choose to appeal the dismissal, they must follow the Department of Nursing special appeals process.

**COMMITTEE REVIEW STANDARDS**

Factors the committee may consider when reviewing background check and any other information submitted by the applicant/student include, but are not limited to:

- 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
• accuracy of the information provided by the applicant or student in the application materials
• disclosure forms

The committee will take into consideration both the safety interests of the client and the workplace, as well as the educational interest of the student.

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.

Background check reports and other submitted information by students will be maintained in the Student Affairs records room 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 the letter of dismissal will be kept in the academic file; supporting documents and other information will be maintained in a separate file in the Student Affairs records room.

OTHER PROVISIONS

Clinical placement is a prerequisite for graduation from the nursing program. The Department of Nursing 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 Nursing 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 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 Department of Nursing 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 B for Background Check Product Service Information

VERIFICATIONS/IMMUNIZATIONS POLICY – 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. Annual or periodic updates or re-certifications are required of all admitted students and must be completed prior to starting classes annually and may not expire during the academic year.

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

**UPON NOTIFICATION OF ADMISSION:**

- **Tuberculin testing:** Students must complete a, b, or c as follows:
  - A 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.
  - Submission of two previous negative TB skin tests, within 13 months of each other.
  - One Interferon-Gamma Release Assay (IGRA) test, which includes QuantiFeron TB Gold (QFT-G), QuanteFeron Gold in tube test (GFT-GIT) or T-Spot for TB (T-Spot) along with any required follow-up, done prior to clinical within the past 12 months is accepted.

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

Additional information about the Tuberculin Skin Testing process can be found at:

http://www.cdc.gov/tb/publications/factsheets/testing/skintesting.htm

**See APPENDIX C for Statement of Absence of Symptoms Form**

**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 it 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 HeartCode 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/

**Updated annually (may not expire during the academic year 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. (This requirement applies to Nurse Anesthesia students only)


LIABILITY INSURANCE:

The University of North Dakota, Department of Nursing, provides liability insurance for all students—on or off campus—each semester they are enrolled in course work in the CNPD. 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.

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

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 of 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**

UND news bulletin board: 701-777-6700  
University Police: 701-777-3491 (24 hours)  
Safety Escort: 701-777-3491 (24 hours)  
Dean of Students: 701-777-2664 (8:00am to 4:30pm M-F)  
Crisis Coordination Team: 701-777-2664 (8:00am to 4:30pm M-F)  
Coordination Team (University Police): 701-777-3491 (Evenings and Weekends)  
UND Counseling Center: 701-777-2127 (8:00am to 4:30pm M-F)  
UND Counseling Center (University Police): 701-777-3491 (Evenings and Weekends)  
Student Health: 701-777-4500 (24 hours)  
Line for the Hearing Impaired: 701-777-2796  
Affirmative Action Office: 701-777-4171 (8:00am to 4:30pm)

**GRAND FORKS EMERGENCY NUMBERS**

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

Main Line: 701-780-5000

Emergency Room: 701-780-5280

Clinic: 701-780-6000

Family Medicine Residency: 701-780-6800 (on UND campus)

FINANCIAL PLANNING AND SERVICES

FINANCIAL AID

Possibly two of the biggest questions you have are how much does it cost to attend UND and how will you pay for it. Financial aid is one of your payment options. Tuition, financial aid, and scholarships can all vary based on who you are as an undergraduate student. Information on financial aid can be found at http://und.edu/admissions/financial-aid/undergraduate-financial-aid.cfm

TUITION AND STUDENT 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.

<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>$331.85</td>
<td>$3,982.34</td>
</tr>
<tr>
<td>MN Reciprocity</td>
<td>$364.59</td>
<td>$4,374.84</td>
</tr>
<tr>
<td>Contiguous</td>
<td>$468.26</td>
<td>$5,619.34</td>
</tr>
<tr>
<td>WUE</td>
<td>$468.26</td>
<td>$5,619.34</td>
</tr>
<tr>
<td>MSEP</td>
<td>$468.26</td>
<td>$5,619.34</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$787.46</td>
<td>$9,449.34</td>
</tr>
</tbody>
</table>

*These rates include the mandatory fees

*Additional course and/or program fees may be charged based on the student's enrollment

NURSING STUDENT FEES- UNDERGRADUATE

For all students newly admitted to nursing, a program fee of $500.00 per semester will be charged to all undergraduate students enrolled in the professional nursing education programs that leads to a Bachelor of Science degree and eligibility for licensure as a Registered Nurse.

SUPPLEMENTAL FINANCIAL AID

Supplemental financial aid may be available for special financial needs of nursing students. A list of approximate costs for college is included as a guide when requesting additional aid.
SCHOLARSHIPS

Students must be admitted into the UND Department of Nursing, to apply for scholarships. The application deadline is March 1 of each year. Students will be informed of the process of applying for scholarship via communication from financial aid and 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.

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 or Blackboard Collaborate, please make arrangements to connect directly to the modem/router before participating in the live class. Wireless connections will not be supported and any exceptions must be approved by the instructor of the course.
- Minimum of DSL/Cable (512kbps) is recommended. To check your Internet connection speed, go here: http://speedtest.net
- For more information about UND Network Connections, please visit: http://und.edu/tech-support/students/network-access-students.cfm

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.

1. Go to www.java.com and click on "Free Java Download."
2. Download the updated version of Java if needed. Once the new Java version is installed locate and uninstall any previous versions of Java. Click here for directions to uninstall previous versions of Java.
3. Additional information on Java can be found here: http://java.com/en/download/faq/whatis_java.xml
• 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)
  o Video Card (512MB of VRAM Radeon, Nvidia, or equivalent).
  o Mac must have an Intel processor.
• Distance Engineering Degree Program (DEDP)
  o 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 College of Nursing & Professional Disciplines, rooms 110 and 114. Students have use of computers and laser printers for word processing, statistical analysis, library searches and specialized nursing instruction. Internet and e-mail access are also available. The computer lab hours are posted on the doors and on the CNPD Technology Department web pages. The labs are staffed by support
personnel during most hours of operation. Help is also available from the UND Computer Center by telephone access via the computer help line. Admitted nursing students are allotted 650 sheets each per semester for printing of course related materials.

**STUDENT EMAIL SYSTEM**

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

**RN PROGRAM ADMISSION POLICIES**

**RN/BSN ADMISSION POLICY – POLICY 215**

*See APPENDIX D for RN/BSN Option Nursing Curriculum Sequence*

**RN-BSN POLICIES – POLICY 218**

Completed online applications received by July 1 will be considered for the following fall admission. Applications will be accepted once per calendar year.

Applications are accepted from licensed RN’s, from either an accredited Diploma program or an accredited Associate Degree Program.

Prior to application, the following must be completed:

- Admission to the University of North Dakota.
- All transcripts from other universities or colleges must be submitted to the University of North Dakota
- Transfer course equivalency must be determined by official transcript. If transfer courses are not deemed equivalent on the official transcript, the student may submit a petition to review course work for course equivalency. This must be submitted prior to the application deadline.
- Minimum 2.75 overall and UND GPA
- Submission of copy of a current, unencumbered RN license.

Completion of the following courses with a grade of “C” or better

- English Composition 110 and 120, 125, or 130
- Introduction to Psychology
- Introduction to Sociology, Social Problems, or Cultural Anthropology
- Developmental Psychology
- Anatomy
- Physiology
- General Nutrition
- Statistics
- Microbiology
- Pharmacology
Completion of the UND Public Health Clinical Approval form, where required. The RN to BSN program may not be able to accommodate public health clinical experiences in some states due to specific state board of nursing regulations. Clinical placements in the states of North Dakota and Minnesota do not need to be cleared with those Boards of Nursing. Applicants in all other states must contact their State Board of Nursing for completion of the UND Public Health Clinical Approval Form as part of the application process. Admission to the RN to BSN program is based on the state regulations regarding clinical placement and the programs ability to meet those requirements.

Important Deadlines:

July 1: Applications for Fall Admission completed

July 1: Petitions pertaining to Fall Admission to the College of Nursing and Professional Disciplines must be submitted in order to be considered.

Prior to beginning the nursing program: Verifications must be completed and uploaded into verification tracker. Please refer to Undergraduate Nursing Student Handbook.

Upon notice of admission to the Nursing Program, students must submit the following by the date indicated on the Admission Acceptance Form. Failure to do so by the deadline will result in loss of nursing placement.

• Admission Acceptance Form
• $75.00 deposit on program fee

• Credit for nursing courses may be established by direct transfer for the graduate of a regionally accredited associate degree (A.D.) program or through evaluation by the College of Nursing and Professional Development (CNPD).
• CNPD students who are graduates of associate degree programs of nursing may wear a name pin with "R.N." following their name and may sign "R.N." after their name when in a clinical site if they are currently licensed in the state of the clinical site.
• In consultation with their faculty advisor, registered nurse students enrolled in the CNPD may be permitted to challenge nursing courses prior to the completion of prerequisite support courses.
• Should a RN's license become encumbered, suspended, or revoked while enrolled in the CNPD, that student may be barred from clinical nursing courses contingent upon the nature of the encumbrance and CNPD resources to supervise these students. It is the student's responsibility to inform the CNPD of any change in the state of their license. Those who do not will be subject to disciplinary action.

• RN-BSN students must adhere to undergraduate nursing policies and the undergraduate student handbook.

TRADITIONAL BSN PROGRAM APPLICATION/ADMISSION CRITERIA & PROGRESSION POLICY 206

OVERVIEW

The College of Nursing and Professional Disciplines (CNPD) Department of Nursing courses are sequenced to build upon one another over five semesters. Students may begin the five-semester sequence in either the fall or spring semester.

Students will be admitted in October each year to fill the Spring Semester class and in March to fill the Fall Semester class. Application to the undergraduate Nursing program does not constitute application to the University
Students are to seek admission through the University Office of Admission prior to applying to the Nursing program. Applicants must apply for admission to UND and submit required documentation by the posted deadlines in order to assure their Nursing application will be considered. The deadlines for UND application and documents to be submitted are June 20 for the spring admission and January 20 for the fall admission. The deadlines for nursing applications to be submitted, including a personal statement, are July 1 for the spring admission and February 1 for the fall admission. The review committee cannot act on applications of transfer students unless all transcripts have been submitted to the Office of Student Services. It is allowable for applicants for spring to complete pre-requisite course work over the summer but in this case two transcripts will be required – one for admission to UND prior to June 20 and another by August 15 reflecting the summer course work with grades.

Students who desire admission outside stated requirements must petition in order to be considered for admission. The petition is initiated by the student, with their academic advisor and follows the appropriate route for the specific circumstances. Petitions pertaining to admission to the undergraduate Nursing program must be completed by September 1 for spring admission and February 15 for fall admission.

**APPLICATION CRITERIA**

- Admission to the University of North Dakota.
- Current transcripts submitted to UND from all other universities or colleges attended.
- Complete on-line application for admission to the undergraduate Nursing program.
- Submission of a Personal Statement; content to be determined by Office of Student Services and communicated to student at point of application. This statement should be one to two pages, typed, and double-spaced.
- Signature on functional abilities release statement.
- A minimum overall and UND grade point average of 2.50
- Completion of the following courses or equivalents with a letter grade of a C or better:
  - *English Composition 120, 125 or 130
  - *Psychology 111
  - *Sociology 110 or 115 or Anthropology 171
  - *Chemistry 116/Lab Organic Biochemistry (or Chem122/Lab & Biology 150 & 151 & Labs)
  - *Anatomy 204 (Human Anatomy) and 204 lab
  - *Math 103 College Algebra
  - *Chemistry 115 & Lab or Chemistry 121 & Lab
  - *Developmental Psychology 250 or Abnormal Psychology 270 (both required before starting Nursing classes.)
- *Core courses used in admission calculation along with points awarded to Personal Statement.

**SELECTION PROCESS**

Admission decisions are made by an appointed task force of Undergraduate Nursing Faculty, using a blind review process. Students will be notified by mail of their admission status. Spring admission letters will be sent out mid-October and fall admission letters will be sent mid-March of each year. This letter will contain specific instructions...
for those who have been admitted. Applicants who are not granted admission for the semester they requested are also notified and are eligible to reapply in a later semester. Students who had a previously qualified application within the past year will be awarded two points. Students who decline admission, withdraw, are dismissed, or do not successfully complete prerequisite courses do not qualify for the 2 extra points. A limited number of students will be placed on a waiting list if there is an excess of qualified applicants. In the event that a student has not received notification in the above stated timely fashion, it is the student's responsibility to contact the Office of Student Services to inquire about the status of their application.

**ADMISSION ACCEPTANCE CRITERIA**

Upon notice of admission to the Nursing Program, students must submit the following by the date indicated on the Admission Acceptance form. Failure to do so by deadline will result in loss of nursing placement.

- Sign and return Admission Acceptance Form.
- Submit non-refundable $75.00 deposit on program fee.
- Students must submit documentation of required verifications as delineated in Verifications and Immunizations Policy (#247)

Additional Acceptance Criteria include the following by August 15 for Fall admission or December 31 for Spring Admission:

- 2.50 Overall and UND GPA
- Completion of the following courses with a grade of “C” or better prior to beginning nursing courses:
  - Microbiology 202/Lab
  - Human Physiology 301
  - Nutrition 240
  - Abnormal Psychology 270 and Developmental Psychology 250

NOTE: Students will be following requirements in UND academic catalog that is active at the time of their admission to the Nursing program unless they request otherwise.

**ADMISSION OF ADVANCED PLACEMENT STUDENTS**

Advanced placement admission of students due to nursing transfer courses or readmission will be in accordance with the above stated criteria. Additional pre-requisite courses will be required in accordance with the level of admission. Transfer nursing students who have not completed a nursing program must provide a letter from the prior nursing program documenting good standing in that program with an optional interview with the Dean.

Students who have been dismissed from the UND nursing program and wish to be readmitted must submit the Application for Readmission form by the application deadline of July 1 (for spring admission) or February 1 (for fall admission) and after an absence of at least one semester. The Dean will determine eligibility of candidate for admission consideration on an individual basis based on the information provided. A personal interview with the Dean may be requested by the Dean or the student. If readmitted, the student will be on permanent probation.

**PROGRESSION AND GRADUATION**

The Nursing courses are sequenced to build on each other over five semesters. Each semester is to be completed in its entirety before a student can progress to the next semester. Students must meet the following criteria to progress to the next semester of nursing courses.
- A 2.50 overall GPA is required for progression at the end of each semester. A 2.50 overall GPA is required for graduation.
- 129 credits must be completed to graduate with a BSN.
- Must achieve a letter grade of at least a "C" on all courses listed below and all courses required in the Nursing curriculum:
  - English 110 (English Composition I) English 120 (English Composition II) or English 125 (Business & Technical Writing) or English 130 (Composition II: Writing for Public Audiences)
  - Psychology 111 (Introduction to Psychology)
  - Sociology 110 (Introductory) or 115 (Social Problems) or Anthropology 171 (Cultural Anthropology)
  - Chemistry 115 or 121 and Lab
  - Chemistry 116 (Organic & Biochemistry) and Lab (or Chemistry 122 with Biology 150 & 151 and Labs)
  - Anatomy 204 and Lab
  - Psych 250 (Developmental Psychology)
  - Math 103 College Algebra (placement exam or ACT acceptable)
  - Microbiology 202 and Lab
  - PPT 301 (Physiology)
  - PPT 315 (Pharmacology)
  - NUTR 240 (Nutrition)
  - Psychology 270 (Abnormal Psychology)
  - NURS 397 Cooperative Education
  - Additional 3-credit Communication course (e.g. Speech)

- Must meet all UND graduation requirements
- Benchmark scores on ATI progression assessments and predictor exam must be achieved or the remediation process successfully completed.

Consequences of failure to achieve a letter grade of at least a “C” in all nursing courses are addressed in policy 226: Academic Issues: Repeating Nursing Courses, Probation, and Dismissal.

ACCELERATED (BAC-2) APPLICATION/ADMISSION CRITERIA & PROGRESSION POLICY 208

OVERVIEW

The Baccalaureate Accelerated Curriculum (BAC-2) is open only to students who already have a baccalaureate degree in a discipline other than nursing. The accelerated nursing curriculum is offered in four sequential academic terms (spring, summer, fall, spring). The courses offered and number of credits earned are identical to the traditional BSN curriculum.

Students begin the four semester sequence in the spring semester. Application to the College of Nursing and Professional Disciplines (CNPD) does not constitute application to the University of North Dakota (UND). Students are to seek admission through the University Office of Admission prior to applying to the CNPD. Applicants must apply for admission to UND and submit required documentation by the posted deadlines in order
to assure their CNPD application will be considered. The review committee cannot act on applications of transfer students unless all transcripts have been submitted to the UND Undergraduate Admissions Office. The deadline for application and documents to be submitted to the CNPD is June 30.

Students who desire admission outside stated requirements must petition in order to be considered for admission. The petition is initiated by the student, with the assistance of the CNPD academic advisor, and follows the appropriate route for the specific circumstances. Petitions pertaining to admission to the College of Nursing and Professional Disciplines must be completed by the June 30 deadline.

APPLICATION CRITERIA

- Admission to the University of North Dakota.
- Current transcripts from all other universities or colleges attended have been received by UND.
- Transcripts should reflect course equivalency. Petitions must be submitted prior to application deadline to determine course equivalency if necessary.
- Bachelor’s degree posted on official transcript by application deadline, from a regionally accredited institution.
- Complete application for admission to the CNPD Baccalaureate Accelerated Curriculum.
- Submission of a Personal Statement addressing the student’s decision to pursue a nursing career. This statement should be one to two pages, typed, and double-spaced.
- Submission of two references using posted Reference Form.
- Signature on Functional Abilities Release Statement.
- A minimum overall and UND grade point average of 2.5 required, 3.00 preferred.
- Documented completion of at least 5 of the following courses or equivalents and their pre-requisites with a letter grade of a C or better. All of the following courses must be completed and documented prior to beginning nursing courses.
  - Microbiology 202/202L or 302/302L
  - Chemistry 116/Lab Organic Biochemistry (or Chem122/Lab & Biology 150 & 151 & Labs)
  - Anatomy 204 (Human Anatomy) and 204 lab
  - Physiology 301
  - Developmental Psychology 250
  - Nutrition 240
  - Statistics
  - Pharmacology 315

SELECTION PROCESS

Applicants who meet application criteria will be invited to interview based on evaluation of the Personal Statement, cumulative GPA, completion of prerequisites, and references. Applicant interviews are conducted on-campus by the BAC-2 Admission Committee. Following a successful interview, the top applicants are invited for admission and the next 5 applicants placed on a waiting list. Number of students admitted will be determined by the Dean of the CNPD. Admission preference may be given to students with more pre-requisite courses completed.

Students will be notified by mail of their admission status. This letter will contain specific instructions for those who have been admitted. Applicants who are not granted admission are also notified by mail and are eligible to reapply. In the event that a student has not received notification by August 15, it is the student's responsibility to contact the Office of Student Services at the CNPD to inquire about the status of their application.
ADMISSION ACCEPTANCE REQUIREMENTS

Upon notice of admission to the Nursing Program, students must submit the following by the date indicated on the Admission Acceptance form. Failure to do so by deadline will result in loss of nursing placement.

- Sign and return Admission Acceptance Form.
- Submit non-refundable $75.00 deposit on program fee.
- Current medical/hospitalization Insurance or Certification of Assumption of full responsibility for any health treatment costs incurred.
- Proof of immunity to chicken pox (varicella).
- Proof of immunity to measles (rubella), mumps & rubella (2 MMR immunizations).
- Two negative TB tests (Mantoux) with the last test current for the entire semester of admission; thereafter, students must submit an annual TB test.
- Hepatitis B vaccine series of 3 injections.
- Hepatitis B antibody titre, a test for immunity following vaccination, after the Hepatitis B series is completed. (Anti-HBs is the antibody test to hepatitis B surface antigen).
- Current CPR certification by the American Red Cross or American Heart Association to include adult, infant and child and one- and two-person CPR. Certification must be renewed annually throughout the nursing program.
- Submission of CNPD designated background check with acceptable results, in accordance with CNPD background check policy, prior to beginning nursing courses.

Students will be following requirements in the UND academic catalog that is active at the time of admission to the Nursing program unless they request otherwise. All students are required to meet UND’s Essential Studies requirements for graduation, however students who have a degree from a North Dakota University System school or a school belonging to Minnesota State Colleges and Universities System will be considered to have met those requirements. Students with degrees from other universities may be required to take additional Essential Studies courses.

PROGRESSION AND GRADUATION:

The Nursing courses are sequenced to build on each other over four academic terms. Each semester is to be completed in its entirety before a student can progress to the next semester. Students must meet the following criteria to progress to the next semester of nursing courses.

- A 2.50 overall GPA is required for progression at the end of each semester. A 2.50 overall GPA is required for graduation.
- Must achieve a letter grade of at least a "C" in all courses.
- Benchmark scores on ATI progression assessments and predictor exam must be achieved or the remediation process successfully completed.
- Consequences of failure to achieve a letter grade of at least a “C” in all nursing courses are addressed in policy 226: Academic Issues: Repeating Nursing Courses, Probation, and Dismissal.
- In the event a student needs to repeat a course or term, the academic advisor, Associate Dean of Undergraduate Studies and Director of Student Affairs will consider progression options which may be available to the student. In consultation with appropriate department chair(s), a recommendation will be made to the Dean.
TRANSFER OF NURSING CREDIT – POLICY 407

Students may request review of prior completed nursing courses to be considered for transfer into the appropriate nursing program. The Department Chair has the ability to approve or deny the request.

*See APPENDIX E for Transfer of Nursing Credit Request

LPN CREDIT TRANSFER POLICY VOCATIONAL PRACTICAL NURSING PROGRAM – POLICY 255

ASSOCIATE OF SCIENCE PRACTICAL NURSING PROGRAMS (ASPN)

Graduates of an ASPN program with a two-year degree in practical nursing will receive nursing credits by direct transfer after evaluation by the Department of Nursing in the College of Nursing and Professional Disciplines. All requirements for admission and graduation from UND and the College of Nursing and Professional Disciplines must be completed.

Credit for vocational practical nursing coursework may be established or waived on an individual basis through evaluation by the Undergraduate Department Chair in collaboration with the Registrar’s Office.

If coursework is more than 5 years old, the student must have 2 years work experience (within the past 2 years) as an LPN to have credits considered. Work experience must be validated by employers.

UNDERGRADUATE STUDENT FUNCTIONAL ABILITIES – POLICY 205

The Department of Nursing Undergraduate students must be able to perform the functional abilities in each of the following categories: gross motor skills, fine motor skills, physical endurance, physical strength, mobility, hearing, visual, tactile, smell, reading, arithmetic competence, emotional stability, analytical thinking, critical thinking skills, interpersonal skills, and communication skills. These abilities can be found on the “Common Activities/Tasks Required in the Nursing Profession” document. However, it is recognized that degrees of ability vary widely among individuals. Individuals are expected to discuss questions about abilities with their advisor, instructor, and the Director of the Office of Student Services (OSS).

Requests for accommodation must be made upon acceptance of admission to the Nursing program. If after admission the student requires accommodation, the OSS must be notified. In addition, if a student wishes to request an accommodation, he/she must apply at Disability Support Services (DSS), 190 McCannel Hall, 701-777-3425. DSS will verify the existence of the disability and a need for accommodations.

If the student signs a release, DSS may speak with the Director concerning the specific accommodations. It is the responsibility of the student and the Director, in consultation with the Undergraduate Department Chair, to agree on reasonable accommodations. The final determination of the accommodations and their delivery will be the responsibility of the Department of Nursing. Students can appeal a decision pursuant to Department of Nursing, Academic Grievance Policy for Students.

The actual list of Common Activities/Tasks Required in the Nursing Profession is available at http://nursing.und.edu/programs/bsn-on-campus/admission.cfm. These policies are also available on request. These provide a framework for relating functional ability categories and representative activities/attributes to self/limitations and accommodations.

*See APPENDIX F for Undergraduate Nursing Student Functional Capabilities Form
PLACEMENT OF OUT OF SEQUENCE STUDENTS – POLICY 212

Upon admission, students begin the sequential curriculum. Students must successfully complete all courses in the semester in order to progress to the next semester.

Students who drop nursing courses while maintaining UND enrollment, must request to be placed on a waiting list for nursing courses not completed. The student must place a request with their Office of Student Services (OSS) advisor to have their name placed on a waiting list to take the appropriate course or courses.

- If the student plans to withdraw from UND, that student will need to notify the Office of Student Services. If the student wishes to return to the Nursing Program, they must complete a College of Nursing and Professional Disciplines Leave of Absence form according to Leave of Absence (LOA) policy (226) in addition to their UND Withdrawal Report Form. If a LOA is requested, the student must place a request with their OSS advisor to place their name on a waiting list to take the appropriate course or courses. Course placement for students who have withdrawn or had LOA is on a first-come first-serve basis as space permits.
- Students will be moved from the wait list into courses based on space and resource availability. Students will continue taking courses in the sequential curriculum according to Policy 226. If there are more students on the wait list than spots available, the following criteria is applied to determine placement.
  - Ranking based on highest overall GPA. In event of a tie, UND Nursing GPA will be used.
  - Leave of absences and withdrawal take precedence over repeated courses.
- All unresolved issues will be decided by the Dean and/or designee.

LEAVE OF ABSENCE (LOA) FROM CLINICAL COURSES IN NURSING - POLICY 228

To be used in conjunction with the UND Withdrawal Form if applicable

Students who have successfully completed at least one semester in the Department of Nursing may request a Leave of Absence (LOA) for a maximum of 12 months. Students must first meet with their academic faculty advisor and complete the Application for Leave of Absence form, which may be obtained from the Office of Student Services. The completed form is then submitted to the Undergraduate Department Chair for a decision. Academic Standing will be considered during the review process. The completed original form will be placed in the student file and a copy of the signed form will be given/mailed to the student.

Students who have been granted an LOA from the Department of Nursing under the provisions of this policy may re-enter according to the terms of their LOA, subject to available space in required courses at the time of re-entry on a first come/first serve basis according to date of final signature.

If a student does not plan to register for that particular semester, application for an LOA must be submitted by the “Last Day to Add a Full-Term Course”. If the need for an LOA occurs during the semester, the application should be made by the “Last Day to Drop a full-term Course or Withdraw from School” or at the same time nursing courses are dropped, whichever comes first.

Students are required to notify the Office of Student Services no later than four weeks prior to the start of classes if she/he will be returning in order to obtain a place in the appropriate class(es).

In unusual circumstances, students may petition for consideration of an extended LOA.
Students who do not return to nursing courses at the time designated on the LOA form; students without an LOA who withdraw from all nursing courses and/or support courses in which they are currently enrolled; or students who do not register in the next consecutive semester in which they would normally be enrolled may be dismissed.

Students who have been dismissed under the provisions of this policy and wish to re-enter must submit an application for re-admission to the Department of Nursing. Such applications are subject to all required prerequisites and will be considered with the total applicant pool.

University policy permits readmission of students to the University of North Dakota. However, re-admission to the university does not guarantee re-admission to Nursing. If a student uses this LOA form from Nursing in conjunction with the University of North Dakota Withdrawal Form, Nursing will abide by any restrictions regarding re-admission as established by the Dean of Students Office.

**GRADING SCALE – UNDERGRADUATE NURSING COURSES – POLICY 403**

**INTRODUCTION**

The objective of this policy is to ensure that a uniform grading scale for the final student evaluation in courses is used throughout the undergraduate nursing courses. Consistency in awarding grades establishes common standards of achievement, enabling students to have a relative expectation for grading in each course, and offers 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 undergraduate 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**

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.

**CURRICULAR POLICIES**

**ATI CONTENT EXAM POLICY PRE-LICENSURE STUDENTS – POLICY 409, PROCEDURES 409A, 409B, & 409C**

The Undergraduate Nursing process integrates Assessment Technologies Institute (ATI) products into the curriculum to enhance student academic and NCLEX success. The assessments and learning activities provide opportunities for students to improve content knowledge and test taking abilities. Students are encouraged to review assessment data throughout the program to identify individual areas of strength as well as areas for needed
improvement. Faculty advisors are encouraged to review ATI assessment data with their advisees. The schedule for assigned ATI assessments is found in procedures 409b & 409c (Addendum L & Addendum M)

The following ATI content areas and assessments are included in the pre-licensure curriculum:

- Fundamentals
- Nursing Care of Children
- Community Health Nursing
- Medical Surgical Nursing
- Mental Health
- Pharmacology
- Leadership & Management
- Maternal Newborn Nursing
- RN Comprehensive NCLEX Predictor
- Dosage Calculations

ATI resources and tutorials will used in classroom, clinical and laboratory settings. These resources include:

- Learning Systems RN
- Nurse Logic 2.0
- Media clips
- Learning templates

**PROCEDURE 409A: DISTRIBUTION OF ATI MATERIALS TO STUDENTS**

- ATI review materials will be distributed at the beginning of semester one. When students receive the materials, they will sign off on a signature page verifying receipt of the materials. This will be maintained in the UG administrative assistant’s office.
- Each class is assigned a Product ID number. This code will be entered upon registration and does not need to be entered again.
- Faculty will reference ATI reading assignments in their course materials as the content relates to their class. When appropriate, faculty may link ATI content and resources to course activities.
- ATI resources and tutorials:
  - Nurse Logic will be assigned each semester as indicated in course schedule (Procedure 409b). Completion of this tutorial will be an expectation of the course and no points or extra credit will be awarded.
  - Non proctored Exams:
    - Non proctored exams will be assigned in courses as outlined in the ATI distribution schedule (Procedure 409b). Non proctored exams are to be considered formative and no points or extra credit will be awarded.
  - RN Content Mastery Proctored Exams:

Students will take the RN Content specific ATI proctored assessments during corresponding nursing courses. Students must meet a Proficiency Level 2 on each proctored ATI assessment.

- The student will have two attempts to reach the Level 2 proficiency level on the proctored assessment.
- Each assigned proctored assessment will be worth 5% of the course grade. If the course has a combined theory and clinical component, the 5% will be allotted in the theory portion of the course.
- How points are awarded:
Level 2 benchmark on first attempt or second attempt + remediation 100% of points allocated
Level 1 benchmark on first or second attempt + remediation* 80% of points allocated
Less than Level 1 benchmark + remediation* 50% of points allocated

- If the student meets the level 2 proficiency level on the first attempt, remediation is not required but strongly encouraged. If the student does not meet the proficiency level on the first attempt, remediation is required prior to the second attempt.
- If the student does not meet the proficiency level on the second attempt, steps A and B in the remediation process are required to receive credit based on highest proficiency level met.
- If the student fails to demonstrate remediation as required the student will receive a zero for the ATI point allocation.
- Students who have not met the benchmark after two attempts will enroll in NURS 363 Test Taking Strategies the following semester. Students will re-take the proctored ATI content assessment for which he/she did not achieve the benchmark in the previous semester in the NURS 363 Test Taking Strategies course. The student will be responsible for paying for additional ATI assessments until the student successfully passes.
- If the student is in their final semester of the Nursing program, they will follow the above procedure with the exception of enrolling in N363.

REMEDICATION PROCESS

- Completion of Focused Review on proctored assessment in which the content area Proficiency Level II is not achieved.
- Online practice assessment with focused review in the content area
- Meet with faculty advisor to review results and discuss strategies to improve success

RN COMPREHENSIVE NCLEX PREDICTOR

The NCLEX Predictor exam will be taken during the final semester and is coordinated through the Undergraduate Nursing Department. The benchmark for the exam will be 90% Predicted Probability of Passing the NCLEX. If the benchmark is met on the first attempt and the student is enrolled in NURS 363 Test Taking Strategies, they may drop NURS 363 Test Taking strategies. If the benchmark is not achieved on the first attempt, the student will complete the remediation process and the NCLEX predictor will be taken again at mid-term.

If the student has met the benchmark on the first attempt, it is strongly recommended that these students also complete the retake exam to foster continued NCLEX readiness.

If after two attempts at the Predictor exam the benchmark is not reached, the student will continue the remediation process. The student will take a third and final NCLEX Predictor exam prior to the conclusion of the semester.

Proctored Dosage Calculation Assessments:

Proctored dosage calculation assessments will be administered as indicated in Procedure 409b and 409c. Students must meet the desired benchmark prior to administering medications in all clinical settings during the corresponding semester.
• It is the individual student’s responsibility to complete ATI Dosage Calculation tutorial prior to taking each proctored dosage calculation assessment.
• If the student does not meet the benchmark on the first attempt, they will self-remediate and will be required to complete a second attempt.
• If the student does not meet the benchmark after the second attempt, they will self-remediate with faculty guidance and take a third attempt.
• Students who do not meet the desired benchmark after taking the 3rd Dosage Calculation assessment, will take a faculty developed proctored exam regarding dosage calculations.
• A student who does not meet the benchmark on the faculty developed exam will fail the clinical objective related to medication safety indicated in the corresponding course clinical performance evaluation tool.
• The benchmark for all faculty developed exams will be 90%.

*SEE APPENDIX G for Policy 409b- ATI Schedule: Traditional Curriculum
*SEE APPENDIX H for Policy 409c- ATI Schedule: BAC2 Curriculum

**Nursing Academic Internship (NAI) and Cooperative Education (COOP)**

These two programs are similar in the student being able to utilize their nursing skills obtained thru classes in community healthcare environments and are paid positions. The difference is that the Nursing Academic Internship is part time employment and COOP is full time employment in the summer only.

Students in the NAI experience is a 1 credit class, part time. COOP is a 2 credit class, full time.

Requirements of the varied class can be discussed with the Coordinator.

The NAI class is NURS 400 and the COOP class is NURS 397 in the summer.

To be eligible for being a student in either of these classes, requirements include:

• Admitted and enrolled in the College of Nursing Department of Nursing program
• Successful completion of NURS 371, Adult Nursing I
• Nursing and cumulative GPA of 2.5 and in good academic standing within nursing
• Completion and acceptance of all required verifications of the CNPD Department of Nursing.

Students review their status, decide they would like to apply for one of the programs and meet with the coordinator. An appointment is arranged by the student with the agency having an opening to schedule an interview. Communication between the student, faculty and the supervisor occurs. Communication and class work occur thru blackboard.

Complete Information can be found at [http://nursing.und.edu/programs/bsn-on-campus/co-op.cfm](http://nursing.und.edu/programs/bsn-on-campus/co-op.cfm)

**Retention of Student Examination and Graded Course Materials**

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

The purpose of the Senior Honors program within the Department of Nursing is consistent with what is outlined in the UND Undergraduate and Graduate Academic catalog.

The Department of Nursing supports the Senior Honor system of the University of North Dakota.

Students of marked ability may pursue in their senior year a voluntary program of supervised independent study leading to the bachelor's degree with honors in the major field of study. Interested students should refer to their advisor, the Honors Program Coordinator, and the UND undergraduate and graduate academic catalog for more information.
CNPD GREIVANCE PROCESS & APPEALS PROCESS

RESOLUTION OF STUDENT ACADEMIC ISSUE – POLICY 236

STUDENT ACADEMIC ISSUE

DISCUSS WITH FACULTY MEMBER INVOLVED

If Not Resolved

DISCUSS WITH FACULTY MEMBER, COURSE COORDINATOR/OR CHAIR

If Not Resolved

GREIVANCE PROCEDURE (See procedure 236a)

If not resolved

DEPARTMENT OF NURSING
STUDENT APPEALS BOARD

If Not Resolved

DEAN

If Not Resolved

UND STUDENT ACADEMIC STANDARDS COMMITTEE

Academic Grievance Definition: Refer to current UND code of Student Life (see below)

An issue regarding admission/readmission is not covered by this policy. Refer to policies on admission and readmission.

ACADEMIC GRIEVANCE POLICY FOR STUDENTS

Policy:

Professional communication is an integral component within the Department of Nursing. When student issues arise, students should begin by discussing the issue with whom the student has a concern. If the issue can’t be resolved at that level, it should be handled at the lowest possible level.

Refer to the UND Code of Student Life: IIIa-2 ACADEMIC GRIEVANCES


*See APPENDIX I for Student Grievance Forms
**Student Responsibilities**

The student first discusses the issue with the faculty member involved and attempt to resolve the issue.

If the issue is not resolved, the student will meet with the faculty member, course coordinator and/or Department Chair.

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 faculty academic advisor for clarification.

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.

**Faculty Committee or Administrative Responsibilities**

The faculty member involved is 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. The student will be informed of the decision regarding the issue in writing by the faculty member.

The faculty member will inform the student of the grievance procedure (Student Handbook) if the issue cannot be resolved.

The course coordinator or Department Chair will work with the student and the faculty member to attempt to resolve the issue and to document the meeting. Copy(s) of documentation are given to the student. The student will be informed of the decision regarding the issue in writing by the course coordinator or Department Chair.
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 Office of Student Services and/or Faculty advisor.

A Student Grievance Statement must be submitted to the Office of Student Services, faculty, administrator involved within 10 school days following the written initiation of intent of the grievance procedure.

The student then:

- Submits the copy to the Office of Student Services advisor for placement in a separate grievance file until resolution of the grievance.
- 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.

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*).

The individual(s) will complete the Statement of Decisions Related to Grievance Form and attach the original to the Student Grievance Statement and return it to the student for advancement. The copy of the form is submitted to the Admissions and Records Associate to be placed in the student grievance file.

Each faculty/administrative person hearing the grievance must complete and attach a separate Statement of Decisions related to Grievance Form to the Student Grievance Statement. The copy is submitted to the Office of Student Services to be placed in the student grievance file.

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 Nursing 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 Office of Student Services. 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 Director of the Office of Student Services 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.

ACADEMIC ISSUES: REPEATING NURSING COURSES, PROBATION AND DISMISSAL POLICY 226

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<th>REPEATING COURSES:</th>
<th>PROBATION:</th>
<th>DISMISSAL:</th>
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<tbody>
<tr>
<td>1. A Student who receives a grade of D or F in a course restricted to nursing majors may repeat that course only once, on a space available basis.</td>
<td>A student is placed on probation if any of the following occur:</td>
<td>1. The final decision to dismiss a student can only be made by the Dean. A recommendation for dismissal will be made by the UG Department Chair in any one of the following situations:</td>
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<tr>
<td>2. A student who withdraws from a nursing course may repeat that course only once, on a space available basis.</td>
<td>1. A student fails one course or has a failing grade at the time of withdrawal from a course restricted to nursing majors. a) Faculty must inform the Office of Student Services of the student’s grade at the time of withdrawal.</td>
<td>• Receipt of a “D” or “F” nursing grade while on probation, since a “D” grade is a failing grade in the undergraduate nursing department.</td>
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<td>2. Overall GPA drops below the required average (2.50) at the end of any semester. The student is on probation until one semester of additional course work has been completed. If the student has not attained or surpassed a 2.5 overall GPA at the end of the probationary period, that student will be dismissed.</td>
<td>• Failure to achieve a minimum of a “C” when repeating a nursing course.</td>
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<td>3. If readmitted after dismissal the student will be on permanent probation.</td>
<td>• Failure to achieve a minimum of “C” in two different nursing courses.</td>
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<td>• Withdrawing with a failing grade (D or F) from any nursing course twice.</td>
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<td>• Withdrawal from all nursing courses without an approved leave of absence.</td>
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<td>• Failure to meet progression standards of 2.5 overall GPA for two consecutive semesters.</td>
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<td>• Failure to return from a Leave of Absence at the approved date.</td>
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<td>• Revocation or suspension of a required license or ineligibility to participate in clinical.</td>
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<td>• Student behavior that is unprofessional or unsafe to the mental, emotional, or physical welfare of clients, staff, self, or others.</td>
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<td>• Student behavior showing that the student is not capable of fulfilling requirements of the program.</td>
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<td>2. Recommendation for dismissal for a course related issue.</td>
</tr>
</tbody>
</table>
may be made to the Dean by the Department Chair after meeting/s to resolve the issue have been held at the Department level.

3. Once dismissed from the nursing program, the student may submit an application for readmission. The application must describe how the issues that caused the dismissal have been resolved and include a plan for future academic success. The application is reviewed by the Dean. The Dean will make a decision on an individual basis and the availability of space. If readmitted, the student will be on permanent probation.

4. Students who wish to challenge the dismissal decision may request a hearing of the Nursing Student Appeals Board. (See Student Appeals Board Policy and Procedure)

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**STUDENT APPEALS BOARD POLICY – POLICY 237**

**POLICY**

Students have the right to appeal an unresolved academic grievance or dismissal. Specific appeal procedures are detailed in the UND Department of Nursing Student Appeals Board Procedures.

**PURPOSES**

The Student Appeals Board shall be established for the purpose of hearing appeals from students who have an unresolved academic grievance or who request to appeal a notification of dismissal.

Note: Student appeal must be initiated within 10 school days.*

**COMPOSITION AND RESPONSIBILITIES**

The Student Appeals Board shall be appointed by the Dean or designee for each appeal, and shall be composed of three full-time faculty members and two students. A staff secretary will also be appointed. Student Appeals Board members may be appointed to hear student appeals throughout the calendar year. Members are responsible for reviewing all aspects related to an appeal, including all pertinent Nursing policies and materials submitted by student(s) and faculty committee or administration.

Student Appeals Board appointees who have a conflict of interest, with the particular student or appeal, may not participate in that appeal. The Dean or designee may relieve an appointee should it be shown that a conflict of interest exists. In the event this should occur, a new member will be appointed.

*School day is defined as any day Monday through Friday in which University classes are scheduled to meet.
STUDENT SPECIAL APPEALS BOARD PROCEDURE – 237A

STUDENT RESPONSIBILITIES

- Any student who appeals a dismissal or an unresolved grievance must first meet with the Dean or designee.
- Submit a written narrative statement of the appeal to the Dean or designee to initiate the appeal process. This must be done within 10 school days after receipt of the unresolved grievance decision or dismissal.
- May request a change of one member of the Board if cause is shown. This must be done within two days of notification of the Board composition.
- The student may request, from the Student Appeals Board chairperson, to be present at the time the Student Appeals Board acts on the appeal. The student may be accompanied by one individual to act as a representative/advisor during the Appeals Board meeting. (See Protocol for Holding Hearings.)
- Advance the appeal to the Dean or designee of the College of Nursing and Professional Disciplines if it is not resolved by the Student Appeals Board.

APPEALS BOARD RESPONSIBILITIES

- Schedule to hear the appeal and make a decision no later than seven school days after final Board composition is achieved.
- Request other relevant information as needed and request the presence of other relevant parties at the appeal proceedings.
- Notify the student appealing and other individuals involved of the names of personal representatives/advisors to be present plus the date, time, and place that the appeal will be acted on. The chairperson shall send the letter by certified mail, return receipt requested, to the student appealing.
- The staff secretary will keep complete and accurate records of the proceedings. The proceeding will be tape recorded to assist the secretary in keeping accurate records.
- The typed records shall be read, approved, and signed by all faculty members of the Board hearing the appeal. A copy will be given to the Dean, or the Dean’s designee. Submit the original appeal, tape recording, written record of the proceedings and decision of the Appeals Board to the Dean’s Office to be placed in a sealed envelope in an appeals file.
- Send a copy of their decision to the student involved by certified mail, return receipt requested.
- Send a copy of appeal and final decision to the person, committee, or administrator with whom the original appeal was filed. Any recommendations for follow-up of the decision are to be forwarded to the responsible party for action, monitored by the Dean or Dean’s designee.

DEAN OR DEAN’S DESIGNEE RESPONSIBILITIES

- Meet with the student who wishes to appeal. Counsel the student on the appeal process and procedure which will occur.
- Receive the appeal from the student.
- Inform the student of the composition of the Board in writing within five days or as soon thereafter as is reasonable.
- Receive the request for an alternate to serve in place of a Board member from the student, if appropriate.
- Appoint new member to the Board, if cause is shown.
- Forward the appeal to the Board and send a copy to the Dean, if appropriate.
• Receive the written record of the proceedings and actions taken by the Board.
• Inform the Dean of the action taken.
• When the entire appeal process is complete, the records are placed in a sealed envelope in the appeals file until graduation. These recommendations are monitored for implementation.

**DISPOSITION OF SPECIAL APPEALS MATERIALS**

Only the Dean and/or the student can open the sealed envelope. The student will inform the Office of Student Services in writing prior to graduation if they do not wish the appeals file destroyed. Otherwise, the Appeals file shall be destroyed upon graduation.

If the appeal is not resolved at the Department of Nursing level, any of the parties in the appeal may request a review by the Student Academic Standards Committee of the University. (See Code of Student Life, Academic Concerns.)

**PROTOCOL FOR HOLDING HEARING OF STUDENT SPECIAL APPEALS BOARD POLICY 237B**

• Record those present:
  o Committee Members
  o Involved Parties
  o Others
• Hearing will be closed unless involved parties previously agree to an open meeting.
• The Chair will state purpose of meeting.
• The purpose of this meeting is to hear an appeal of a grievance decision or notification of dismissal under the Clinical Dismissal Policy. This appeal has been brought by (name), a student in the (college). He/she is appealing (state appeal, including date/semester of occurrence).
• For the record, the Chair will state what materials have been distributed prior to this meeting and at the meeting for the committee's review and discussion.
• The Chair will read the guidelines that will be followed at this meeting that come from the most current Code of Student Life.

The Chair will state the meeting format:

• The first part of the meeting is to obtain information on the related factors and aspects of the appeal. It is an informal yet objective process. This is not a disciplinary hearing, legal proceeding, nor courtroom process.
  o The student will present his/her perspective.
  o The faculty member, committee or administrator will present his/her perspective.
• Neither the student, involved parties, nor other representatives/advisors will have the right to question the other.
• The committee members then will be allowed to ask questions of all parties in its attempt to achieve an understanding of the issue(s).
• Deliberation: All except the committee members will be excused. There is the option, however, for any of the involved parties to remain during the committee's deliberations. At that point, however, continuing participation on the part of the involved parties is not allowed. The committee will then deliberate and render a decision. The student and the other involved parties will then be notified in writing of the decision within a reasonable length of time (optionally not to exceed 5 school days).
A copy of the Committee's decision will be sent to the originator of the appeal, the Dean or dean's designee, and those against whom the appeal originated. The dean's designee (if appropriate) will inform the Dean of action taken. The original appeal statement and final decision shall be submitted to the Admissions and Record Associate to be placed in a sealed envelope in a special appeals file.

**PETITIONS/APPEALS – POLICY 232**

The student has the ability to appeal academic issues within the Department of Nursing. The procedure for submitting petitions/appeals is outlined in the petition/appeals procedure 232a. It is the student’s responsibility to initiate and follow through the petition/appeals process with guidance from their academic advisor and/or Office of Student Services Advisor. A special appeals board may be convened by the CNPD Dean or designee.

*See APPENDIX J for Academic Petition/Appeals Procedure and Matrix*

**FAMILY EDUCATION 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.

Additional information regarding FERPA can be found at: [http://und.edu/academics/registrar/ferpa.cfm](http://und.edu/academics/registrar/ferpa.cfm)

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

**TITLE IX INFORMATION**

**NON-DISCRIMINATION STATEMENT**

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

BRIEF INFORMATION ABOUT REPORTING

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

http://und.edu/finance-operations/university-police/sexual-violence-programs.pdf

HOW TO SEEK HELP WHEN IN DISTRESS

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

COURSE AND CLASSROOM REQUIREMENTS

COURSE SYLLABUS

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

TEXTBOOKS

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

Many of the textbooks that are required in the traditional nursing program are available in electronic versions. These are required because of their portability and access in classroom and clinical settings. Most electronic resources can be downloaded to personal computers as well as phones or other portable devices, and the student may choose which device is most effective for their own learning. Students who wish to use only paper copies of texts need to be aware that instructors will use electronic applications in classroom and clinical, so paper copies only may limit the student's participation and learning.
Clinical resources, such as Skyscape and Pepid for in-clinical reference, need to be approved by clinical instructors and the agency prior to use in the hospital setting, since their use may involve cell phones which are prohibited by some agencies.

An Electronic Health Record is also available for student use for pre- and post-clinical planning, simulations and assignments, which is accessed through a password from computers and portable devices, as well as at the computers at the bedside of the "patients" in the Simulation Center. Students follow HIPAA guidelines as they would in any clinical setting when using the EHR. Penalties for violation of patient privacy through the use of these records are strictly enforced.

**CLASSROOM ETIQUETTE**

- Arrive to class on time.
- Turn-off cell phone and other electronic devices.
- Use laptops only for class work: Students are encouraged to use their laptop computers during class only as learning aids, with permission of the course instructor.
- 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.
- Do not bring pets to class.
- Bringing children to class is discouraged and can only be done with prior instructor permission.
- No food in class: Students are asked not to bring food items into the classrooms without instructor permission.
- Stay the entire class: Students are expected to remain seated and 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 Department of Nursing.

**REFERENCE MANUAL FOR WRITING PAPERS**

The American Psychological Association (APA) Format is to be used for the College of Nursing scholarly course requirements. The most current edition of the APA text must be used.

**ACADEMIC DISHONESTY POLICIES**

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

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

NURSING STUDENT CONDUCT STANDARDS - POLICY 257

INTRODUCTION

The College of Nursing and Professional Disciplines (CNPD) Department of Nursing 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 http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses and the UND Code of Student Life http://und.edu/student-affairs/code-of-student-life/

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 profession in a positive manner in the classroom, clinical settings 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.

Examples of academic and professional misconduct include but are not limited to the following:

ACADEMIC MISCONDUCT

1. Cheating

- Copying another student’s academic work (i.e. tests, assignments, papers, quizzes).
- Possessing or using materials not authorized by faculty for course tests and assignments.
- Submitting work that has been completed by others. This includes any required course work.
- Collaborating with or seeking aid from another student or source during a test or assignment without permission from the instructor.
- Improperly obtaining unauthorized copies of an examination or assignment before or after its administration and/or passing it on to other students.
- Misrepresenting your attendance or the attendance of others in a course or clinical experience.

2. Plagiarism

- Submission of the same or substantially similar work of another person.
- Improper documentation of quotes, words, ideas, or paraphrased passages taken from published or unpublished sources.
- Use of another student’s work while representing it as your own.
- Unauthorized submission of a paper as original work in one course when credit has been received in another course.
• Attempts to receive credit for group work when a group member has not participated or contributed to the group project.
• Inventing, altering or falsifying any data, citation or information in any assignment or in any learning experience.
• Colluding with another student to commit or attempt to commit an academic integrity violation or failure to report the suspected violation to a faculty member.

3. Professional Misconduct

• Violation of course policies posted in course syllabi.
• Violation of professional code of ethics.
• Engaging or contributing to any activity which obstructs the teaching, research and service missions of the college.
• Habitually arriving late or leaving early from educational experiences without prior faculty permission.
• Interacting with faculty, staff and agency personnel in nonprofessional manner.
• Violation of dress code policy as established by the college and clinical agencies.
• Bringing family members, guests and pets to the classroom and any college related professional activity without prior consent from faculty.
• Falsifying information of any kind or misrepresenting information to the college or university.
• Unauthorized accessing or revealing confidential information regarding faculty staff or students.
• Unauthorized accessing or revealing confidential information regarding patients in clinical settings.
• Theft, damaging, defacing or unauthorized use of university, college or clinical agency property.
• Inappropriate use of electronic devices in the classroom and clinical setting.
• Inappropriate use of social media that violates standards of academic and professional conduct of the college and university.

4. Reporting Process

The reporting process is used for academic and professional misconduct:

• Students are required to report any suspected and/or witnessed academic or professional misconduct to the appropriate course faculty within 5 business days of the suspected occurrence. Failure to report will result in disciplinary action.
• The course faculty immediately notifies appropriate department chair of suspected and/or witnessed occurrence. The Misconduct Violation Report form is completed and submitted to the department chair within 5 business days.
• After reporting to department chair, course faculty will set up meetings with all students involved in suspected and/or witnessed occurrence. These meetings will include course faculty, course coordinator and department chair.
• Clinical experiences may be suspended during investigation of misconduct.
• The department chair will notify the Associate Dean of the suspected and/or witnessed occurrence upon receipt of Misconduct Violation Report form.
5. Disciplinary Sanctions

Upon completion of investigation,

- Course faculty will determine if sanctions will occur within the course or will be referred to the Associate Dean of the college.
- Course sanctions may include but are not limited to, grade reduction, failure of the assignment, failure of the course.
- Course sanctions will be communicated in writing to the student/students by the course faculty.
- Incidents of misconduct that are deemed to have broader impact as determined by course faculty will be referred to the Associate Dean for disciplinary sanction.
- Sanctions by the Associate Dean will be communicated in writing to the student/students involved in the occurrence.

Documentation will be placed in student file.

6. Student Appeals Process and Dismissal

Students have right to appeal sanctions as outlined in College of Nursing Policy and Professional Disciplines policies 236 and 237.

7. Exam Security Policies and Procedures

The College of Nursing and Professional Disciplines (CNPD) is committed to protect the integrity of exams. The following procedure will be used for all exams within the CNPD.

8. Testing Procedures

- These guidelines must be followed when administering an exam. Guidelines for exam administration on campus:
- All tests should be proctored for the entirety of the exam by a faculty member or graduate student assistant.
- Make up exams must be in an alternate format and different than the exam given to the class.
- If a student has documented accommodations for testing, it is the faculty member’s responsibility to make arrangements based on the guidelines from DSS.
- Any suspected or observed cheating should be reported as outlined in the misconduct reporting process.
- Upon completion of the exam, exam material must remain in the possession of the faculty/and or proctor at all times.
- Exam review must be directly supervised by course faculty.
- Online students must comply with CILT requirements for testing.

9. Student requirements during examination administration

- No hats or sunglasses are to be worn during an exam.
- All electronic devices must be turned off during an exam or exam review.
- All student belongings, including backpacks, cell phones must be at the front of the room during testing.
- No food is allowed during an exam. Water only is allowed in clear containers at the discretion of the faculty.
• Students will not be allowed to leave the classroom during an examination. If the student leaves the room, the exam will be submitted for grading at that time.
• All exam materials must be turned in prior to leaving the classroom.

HONOR CODE:

I pledge my commitment to the professional and academic values of the College of Nursing and Professional Disciplines. I will act with honesty and integrity. I will strive for academic excellence. I will respect all those involved in my educational experiences. I accept responsibility for my professional, academic and clinical actions.

Signature______________________________ Date________________

I have read the Nursing Student Conduct Standards Policy. My signature indicates agreement to accept and abide by this policy.

Signature______________________________ Date________________

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, offence 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/aoa/newharrassment.htm).

ACCOMMODATION

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

CLINICAL EXPERIENCE POLICIES

AGENCY REQUIREMENTS

Upon admission to the nursing program and annually students must make sure that all agency requirements are met prior to placement. These include background checks, verification of health records, and CPR certification, drug testing, and any other mandated requirements. Due to evolving agency needs, these requirements may change with little notice. Current Altru policy states that students may be requested to undergo a drug and/or alcohol test if there is a reasonable suspicion that he or she is under the influence of alcohol and/or illegal drugs or taking prescribed drugs illegally.

TRANSPORTATION POLICY – POLICY 246

The University of North Dakota, (UND CNPD) does not require students to go on patient transport as part of their clinical experiences.
TRANSPORTATION OF CLIENTS

Students and faculty in the College of Nursing shall not transport clients in personal or state fleet vehicles. Neither the University of North Dakota (UND) nor the CNPD provides liability coverage involving the transportation of clients in violation of this policy, nor does UND/CNPD assume any responsibility for such transportation.

TRANSPORTATION OF STUDENTS

- Clinical Experiences: Students are responsible for their own transportation related to their clinical experience.
- Student Trips

Students may drive and transport other students in UND vehicles if: they have a valid driver’s license; the trip is approved by the faculty advisor or department head; the trip is scheduled with the Transportation Department; the appropriate trip forms for the safety office have been completed; and any necessary driver’s training has been taken.

AIR/GROUND PATIENT TRANSPORT

Students are not required to go on air/ground patient transports in any clinical course. If a student has the opportunity to go on a transport and wishes to do so, they go at their own risk. Neither UND nor the CNPD provides liability coverage in the event of injuries as a result of accident. The release for Air/Ground Patient Transport form must be signed and placed in the student academic file prior to participation in any air/ground patient transport experience. The release for Air/Ground Transportation must be completed when enrolling in the first semester of the nursing program and must be in the student’s file before the student may participate in a transport situation.

*See APPENDIX K for Transportation Waiver of Release

PROFESSIONAL APPEARANCE & EQUIPMENT REQUIREMENTS FOR STUDENTS

POLICY 245

When nursing students start their nursing course sequence, they are required to purchase the following items for use in their nursing courses:

- Picture ID
- Watch (with seconds)
- Bandage Scissors
- Green Uniform (Cherokee brand)
- Stethoscope
- Pen Light
- White Lab Coat
- Sphygmomanometer (adult size)

Nursing students’ professional appearance shall include the following, as well as adhere to any additional agency policy:

Clinical Attire

The Department of Nursing uniform is hunter green scrubs, top and bottom (Cherokee Brand). (Optional: white or hunter green skirts). Long- or short-sleeved t-shirts (restricted to black, white, or pastel pink) may be worn under the scrub top. A hunter green scrub jacket is optional. The uniform should be clean and well fitting. A lab coat is required in some nursing courses. A lab coat can be worn in place of the uniform for collecting data when not on a
scheduled clinical experience. A lab coat over professional attire can be worn for collecting data when not on a scheduled clinical experience. Variations in attire for other clinical settings will be described in course syllabi.

**Picture ID**

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

**Insignia Patch**

The Department of Nursing insignia patch can be purchased at the UND Bookstore, and is to be sewn on the left sleeve of all uniform tops, scrub jackets, and lab coats, three finger-widths below the acromion process.

**Hair**

While in uniform, hair must be clean and well controlled so that it does not hang in eyes, around face, or on the shoulders. Beards and mustaches should be trimmed neatly. Extreme hair styles and/or colors are inappropriate for the clinical area.

**Footwear**

Shoes are to be clean, predominantly white or black, well supporting with clean laces; no platforms, clogs, or open-toed shoes. Socks or hose are required.

**Jewelry**

A watch which measures seconds is considered part of the uniform. No other jewelry is to be worn, except a wedding band/ring which may need to be removed at times, or small stud earrings. Pierced jewelry in the nostril, lip, tongue, or eyebrow areas other than on the earlobe is not allowed.

**Tatoos**

Visible tattoos must be covered.

**Grooming**

Personal cleanliness is essential. Moderate use of makeup is acceptable. Nails must be clean, well-trimmed, smooth and fairly short; natural color nail polish may be worn if not chipped or cracked. No acrylic nails Use of tobacco and gum chewing are not permitted in the clinical area. Fragrance products such as perfumes, lotions, after shave, hairspray, etc. are not allowed.

**STUDENT ATTENDANCE AT WORKSHOPS – POLICY 243**

Students are encouraged to attend all regularly scheduled meetings of courses for which they are registered and are responsible for meeting course objectives. Lab sessions and clinical experiences are required components of most courses. Specific attendance requirements may be found in individual course syllabi or learning packets.

In addition, students may be required to attend workshop/s pertinent to the course in which they are enrolled and offered in this geographic area. Students are required to pay the registration fee and other workshop expenses. It is further recommended that a statement such as the above be included in the syllabus of courses utilizing this option.
DEALING WITH A CLINICAL VARIANCE – POLICY 248

This policy pertains to variances that occur in clinical agencies or learning settings. Examples include (but are not limited to) medication errors, client or student injury, bloodborne exposures, or any deviation from established standards of care. Upon discovery of a variance, the Nursing faculty member will initiate the reporting process (see Procedure 248a). Agency forms may be required in addition to UND documentation.

HIPAA – HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT - STUDENT GUIDELINES

Upon admission students are granted access to a system where they may access information and a quiz on 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 HIPAA IMPACT UND AND THE COLLEGE OF NURSING & PROFESSIONAL DISCIPLINES

HIPAA has impact on UND and the Department of Nursing 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 College of Nursing, and all compliance aspects are coordinated by the HIPAA College Compliance Officer. For additional information or assistance, contact HIPAA Compliance Office at 701-777-4174.

Additional information about HIPAA can be found at:
http://www.cdc.gov/mmwr/preview/mmwrhtml/m2e411a1.htm
http://www.hhs.gov/ocr/privacy/
CHEMICAL IMPAIRMENT POLICY – POLICY 238

The University of North Dakota, Department of Nursing, 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

OUTCOME(S)

- Students unable to make appropriate professional judgments meet clinical/course objectives or who demonstrate unsafe behaviors will be dismissed from the Department of Nursing.
- Continued progression within the curriculum is dependent upon the student meeting course objectives and academic standards as is expected of all students.
The primary responsibility of nursing students in clinical settings is the welfare of clients. A student exhibiting behaviors in the clinical setting which are deemed by the responsible faculty member to be unprofessional or unsafe to the mental, emotional, or physical welfare of clients, staff, self, or others shall be subject to immediate removal from the clinical for that day.

An agency shall have the right to request of the faculty that a student be removed from the clinical agency because of performance which is deemed unprofessional or unsafe to the mental, emotional, or physical welfare of clients, staff, self, or others. The agency may remove the student from client contact and notify the clinical faculty or department chair immediately.

See Policy 234a for clinical removal procedure.

SAFE PRACTICE IN THE CLINICAL SETTING

Safe practice in clinical settings is expected at all times. A student whose pattern of behavior is found to be unsafe may be terminated from a clinical rotation for reasons of unsafe practices at any time during the semester and fail the course.

DEFINITIONS

The student will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms; demonstrate accountability in preparation, documentation, and continuity of care, and show respect for the human rights of individuals.

INDICATORS

To be used as guidelines for evaluating safe practice are:

- Regulatory: The student practices within the boundaries of the North Dakota State Nurse Practice Act, the guidelines and objectives of the Department of Nursing, and follows the rules and regulations of the health care agency. (Guidelines and objectives of the Department of Nursing are found in the Student Handbook and in each course syllabus). Students are bound by the rules and regulations of the health care agencies.

- Examples of unsafe practice include but are not limited to the following:
  - Failure to notify the agency and/or instructor of clinical absence.
  - Failure to adhere to the dress code.
  - Presenting for clinical under the influence of drugs or alcohol.
  - Failure to meet course attendance requirements.
  - Repeated tardiness to clinical assignments.
  - Failure to consult clinical instructor prior to any changes on clinical assignments.
  - Leaving the clinical agency without notifying appropriate personnel.
ETHICAL

The student practices according to the American Nurses Association Code for Nurses, Standards of Practice, and the State of North Dakota Nurse Practice Act. All UND students are to be guided in their professional role by the current statement of the American Nurses Association Code of Ethics found at:
http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses

EXAMPLES

Of unsafe practices include but are not limited to the following

- Refuses assignment based on client's diagnosis, race, culture, or religious preference.
- Inappropriate practice in any assigned activity related to clinical practice.
- Ignoring unethical behavior(s) of other health care persons in clinical setting(s) which affects client welfare.
- Biological, Psychological, Social, and Cultural Realms: The student's practice meets the total needs of the human system from a biological, psychological, sociological, and cultural standpoint.
- Failure to display stable mental, physical, or emotional behavior(s) which may affect others' well-being.
- Failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others.
- Acts of omission or commission in the care of patients, such as but not limited to: abandonment of an assigned patient, physical abuse, placing patient(s) in hazardous positions, conditions, or circumstance mental or emotional abuse, medication errors.
- Interpersonal relationships with agency staff, co-workers, peers, faculty, resulting in miscommunications, disruption of client care and/or unit functioning.
- Accountability: The student's practice demonstrates continuity in the responsible preparation, documentation, and promotion of client care.
- Human Rights: The student's conduct shows respect for the individual, client, health team member, faculty, and self, including but not limited to the innate, legal, ethical, and cultural realms.
- Failure to maintain confidentiality of interactions.
- Failure to maintain confidentiality of records. Copying the patient’s record or any part of the record is strictly prohibited.
- Dishonesty in relationships.
- Utilization of stereotypical assessments which are detrimental to patient care.
- Failure to recognize and promote every patient's rights.

A student whose pattern of behavior endangers a patient, peer, staff member, or clinical instructor's safety will be given a verbal and written warning by the primary clinical instructor. At the discretion of the clinical instructor, the student may be removed immediately from the clinical area. This may result in failure in the course.
SOCIAL NETWORKS

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

EXPOSURE CONTROL PLANS/HAZARDOUS COMMUNICATIONS AKA RIGHT TO KNOW

The University of North Dakota, Department of Nursing, 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 or clinical instructor.

The Exposure Control Plans are available in the offices of the Business Office 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.

The student is responsible to inform his/her clinical instructor if he/she currently has or develops either an irritation from, or sensitivity or allergy to latex or products containing latex. Insofar as possible, the CRSC director at the CNPD is minimizing the potential for exposure to latex proteins by replacing personal protective and other equipment containing latex with latex-free, and powderless, products where feasible. Contracts with affiliating agencies contain stipulations relating to supplying appropriate personal protective equipment to students and faculty members.

OSHA GUIDELINES

Occupational Safety and Health Administration (OSHA) training is handled in the appropriate classroom/course with a presentation and short test. Faculty will provide a compliance/completion report to Beth Toay, Office of Student Services-Suite 205. It is the intent of the College of Nursing and Professional Disciplines, University of North Dakota (UND) faculty, staff and students, to conform to the Exposure Control Plans for UND and those of affiliated agencies and clinical sites, as well as to the requirements of local, state and federal laws and the Centers for Disease Control and Prevention (CDC) guidelines relating to minimizing the possibility of exposure to bloodborne pathogens. Specifically, the standards of the Occupational Safety and Health Administration (OSHA) will be adhered to by faculty, staff and students of the CNPD.
STUDENT POLICY FOR BLOODBORNE PATHOGENS – POLICY 254

It is the intent of the University of North Dakota (UND), College of Nursing & 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 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**

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 the 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. You will be evaluated for exposure to bloodborne pathogens. Post-exposure prophylaxis may
be recommended. **Time is of the essence.** You have a window of time to begin this medication. This time factor is why it is urgent that you report for care promptly after an exposure.

- 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 Nursing (Department Chair 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 annually stating they have read and understand the protocol. Documentation is sent to the Risk Management Officer in the Dean’s Office.

**University of North Dakota**

**Department of Nursing**

**QUICK FORM**

**Follow-up Actions for Bloodborne Exposures**

**Individual’s Actions – If an exposure occurs:**

“Immediately”
- Needlesticks & cuts should be washed with soap and water
- Splashes to the nose, mouth or skin should be flushed with water
- Splashes to the eyes should be irrigated with either clean water, saline or sterile irrigants

“After the above steps are completed”
- Report the exposure to your clinical instructor, the unit supervisor, and the agency occupational health or infection control nurse. **“DO NOT DELAY”**.
- Questions: Contact your Department Chair at the College of Nursing & Professional Disciplines.

**Faculty/Supervisor’s Immediate Responsibility:**

“Without Delay”
- Get the exposed individual to the nearest Emergency Room or Healthcare Provider for Evaluation

“Next”
- Complete required report forms (clinical agency, CNPD and UND)

**Healthcare Provider:**
- Determine the nature and severity of the exposure.
- Evaluate source patient (If information is available).
- Counsel/treat exposed person as applicable.
- Evaluate for HBV and HCV as applicable.

**National Clinicians’ Post-Exposure Prophylaxis (PEP) Hotline:** Available for emergency calls 24/7

1-888-448-4911

http://nccc.ucsf.edu/clinician-consultation/pep-post-exposure-prophylaxis/
**LATEX ALLERGY**

With the increased use of gloves made from natural rubber latex, allergy to natural rubber latex has become more common and better recognized. During clinical experiences throughout the BSN program exposure to natural rubber latex will be frequent and commonplace. It must be noted that exposure to latex direct contact as well as indirect contact, such as occurs when an allergic person is in the same room where other staff are putting on and off powdered latex gloves and airborne particles, produce a hazardous exposure. **Any student who has a latex allergy will need to take specific precautions to prevent any allergic reaction that could result from the exposure to the natural rubber latex.**

If a student has a known allergy to natural rubber latex, it is required that the student obtains a signed physician’s statement of the diagnosis of the allergy and any recommendations concerning that allergy. The physician’s statement must be submitted to the Office of Student Services and will be placed in the student’s file.

Students are responsible to notify their clinical instructors of their latex allergy and determine the methods that will be necessary for them to avoid exposure to latex. Such methods may include notifying staff on the units where the student is assigned of the student’s allergy to latex.

**STUDENT RESOURCES**

**POLICY ON BREASTFEEDING ON CAMPUS**

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

**LACTATION LOUNGE**

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

**CLINICAL RESOURCE AND SIMULATION CENTER (CRSC): ROOMS 101, 103, 103E, 105 & 107 AND 209**

The function of the Center is to support the undergraduate and graduate curriculum and to provide a teaching and learning environment for all nursing students and faculty. Human patient simulators (computerized manikins) are a great addition to the expansion of learning for the Department of Nursing. The CRSC provides an area where nursing skills are taught, practiced, and evaluated in preparation for students clinical and practicum experiences.

**Simulation:** Many courses in the Department of Nursing offer simulation experiences for students within the Center and other learning labs. Simulation experiences may include but are not limited to using manikins, human patient simulators, and hybrid experiences (a blending of two or more simulation methodologies). Many of these experiences are digitally recorded and archived for evaluation, feedback and mentoring purposes.

Confidentiality is an essential component of the learning process with simulation. Students are asked not to discuss events of simulation(s) or debriefing(s) with other students. Further, as a leader in simulation education, the College
of Nursing & Professional Disciplines may share its experiences and expertise with members of outside institutions who may occasionally visit the Simulation Center to observe the educational, administrative and technical aspects of simulation learning. During observations by external professionals, neither students nor faculty are identified nor are individual student evaluations shared.

Hours of Operation: Academic year: M-F 8:00 - 4:30 with variable evening hours

Summer session: Variable - will be posted outside CRSC

Telephone number 777-4502

**STUDENT ACTIVITIES AND ORGANIZATIONS**

Events each year at the CNPD have included such functions as pinning ceremony for BSN graduates, annual picnics, Home Coming events, and awards recognitions. Notices of such events will be published in advance.

**COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES STUDENT COUNCIL**

The Student Council serves as an official channel of communication between students, the CNPD administration, faculty, and the University. As a nursing student, you are a member of the Student Council and can use this as a means to participate in the affairs of your College, as well as to gain networking skills and peer support. Development of teamwork and leadership ability goes along with the inner confidence attained in active participation. Several standing Committees exist in the CNPD in which students may hold positions. Some of these are:

- Undergraduate Council
- Altru Health System Collaboration Committee.
- Assessment Committee.

Student representation is also available on the UND Faculty Awards Committee, UND Governance Council, and on the UND Senate.

Membership in Student Council includes many fun activities during the year. Some of these activities may include: selling popcorn at the Student Union, creating a Homecoming float, or taking part in the annual Fall Picnic. Fund raisers in the past have contributed to the purchasing of a microwave and refrigerator for the student lounge, a telephone for student use at no charge, and a copy machine on first floor of the CNPD. Students also represent the CNPD in University events such as UND’s Family Weekend.

Student Council meetings are held monthly and usually are held in Room 102 over the noon hour. All students are encouraged to attend whenever their schedules allow. Please contact any of the Officers or Advisors for further information. The names of Officers and Advisors will be sent out to students electronically, as well as any specifics for the meetings.

**NURSING STUDENT ASSOCIATION (NSA)**

As a nursing student, you can become involved in a national organization and have your voice heard at the College, State, and National levels of the Association. Joining NSA will connect you with 38,000 nursing students who are already taking advantage of the many programs and benefits the Association has to offer. Membership in NSA provides scholarship opportunities, reduced rates on health, accident, and malpractice insurance, opportunities to attend and participate in State and National conventions, and more. To learn more about NSA, come to one of the
meetings or contact any of the Officers or Faculty Advisors. Check the Bulletin Board on first floor of the CON for the names of Officers and Faculty Advisors, as well as meeting times and place.

**HONOR SOCIETY: SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING**

Sigma Theta Tau International Honor Society of Nursing

The purposes of Sigma Theta Tau International Honor Society of Nursing are to:

- Recognize superior achievement.
- Recognize the development of leadership qualities.
- Foster high professional standards.
- Strengthen commitment to the ideals and purposes of the professions.

Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing.

**UNDERGRADUATE STUDENT**

Junior or senior students enrolled in baccalaureate programs at accredited institutions of higher education who have completed at least 1/2 of the nursing curriculum, rank in the upper 35 percent of their graduating class and have achieved academic excellence (at schools where a 4.0 grade point average system is used, this equates to at least a 3.0).

**GRADUATE STUDENT**

Master's and Doctoral students enrolled in graduate programs at accredited institutions of higher education who have completed at least 1/4 of the nursing curriculum, have achieved academic excellence (at schools where a 4.0 grade point average system is used, this equates to at least a 3.5).

**NURSE LEADER**

Registered Nurses legally recognized to practice in their countries, which hold at least a baccalaureate degree in nursing or other field and have demonstrated achievement in nursing.

Invited applicants are required to submit an intent form and curriculum vitae. Additional information can be obtained at [http://und.edu/orgs/sigma-theta-tau/index.cfm](http://und.edu/orgs/sigma-theta-tau/index.cfm)

**PREPARATION FOR GRADUATION AND UNIVERSITY OF NORTH DAKOTA COMMENCEMENT**

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

- Apply for graduation online at [https://apps.und.edu/graduationonline/](https://apps.und.edu/graduationonline/)
- 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.

• Make arrangements to check out of UND residence hall or apartment housing. Contact the Housing Office at 777-4251 with questions.

• Request a refund of your U Card, U Ca$h account if you have an unused balance. Any money left in this debit account will revert to the University U Card Office two years after becoming inactive. Contact the U Card Office (Memorial Union, Room 3) to request this refund.

• Contact Career Services for assistance with your job search and career development.

• If you are considering an advanced degree, consult with the Graduate School and University Testing Service to help with your plans.

• Purchase your cap, gown, and tassel from the UND Bookstore if you plan to participate in the commencement ceremony. Master’s and doctoral candidates will also need to purchase a hood (see information for doctoral students below).

• Order graduation announcements and your class ring from the UND Bookstore (optional).

• To ensure that you receive your diploma, please update your home address and phone number on Campus Connection within 10 days following graduation.

• To request disability accommodations for the commencement ceremony, contact the Office of Ceremonies and Special Events at (701) 777-2724.

• Keep in touch with other University alumni through the UND Alumni Association at 1-800-543-8764 or www.undalumni.org.

• **NOTE:** The University of North Dakota reserves the right to deny the release of a student’s diploma if that student has an outstanding accounts receivable balance in excess of $100. Questions can be directed to Student Account Services at (701) 777-3911.

**DEPARTMENT OF NURSING & PROFESSIONAL DISCIPLINES PINNING CEREMONY**

Traditionally, the pinning ceremony is the occasion when the nursing faculty welcomes graduating students into the nursing profession as colleagues. The nurse’s pin represents the school at which the nurse has been educated and is placed over the heart of each graduate by the director of the nursing program.

It is also a time that students can share their accomplishment of completing their nursing program with family and friends. Planning meetings will be held with the graduating nursing class at the beginning and mid-term of the semester of graduation. Pinning is traditionally held the evening before graduation each semester.
ND LICENSING POLICY FOR STUDENTS LICENSED THROUGH A STATE BOARD OF NURSING – POLICY 211

Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) applying to the Undergraduate Nursing Program must have a current license in good standing.

- All RN and LPN students must provide proof of current unencumbered licensure to the College of Nursing and Professional Disciplines (CNPD) upon admission and each subsequent year by January 1st.
- It is the student’s responsibility to inform the CNPD of any change in the status of her/his license by submitting a copy of the Board Order to the Director of the Office of Student Services. 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 Nursing Program, that student may be barred from clinical nursing courses contingent upon the nature of the encumbrance and CNPD resources to supervise these students.
- The Director of the Office of Student Services will inform the Undergraduate Department Chairperson of the change in license status of the student. The Department Chairperson will determine, in consultation with the Associate Dean and appropriate faculty, whether or not the student may enroll, or continue enrollment in a clinical course.

ESSENTIAL DOCUMENTS

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

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

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

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

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

- **American Nurses Association Code of Ethics.** This is available at the University Bookstore and Library of the Health Sciences.
APPENDICES
### Pre-Nursing Curriculum

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Engl 110 Comp</td>
<td>* Engl 120 or 125 Comp</td>
<td># Mbio 202/Lab (F) or Mbio 302/Lab(s)</td>
</tr>
<tr>
<td>* Chem 115/Lab or 121/Lab</td>
<td>* Chem 116/Lab</td>
<td># PPT 301 Human Physiology</td>
</tr>
<tr>
<td>* Psy 111</td>
<td>* Anat 204/Lab Anatomy</td>
<td># Nutr 240 Fund of Nutrition</td>
</tr>
<tr>
<td>* Soc 110, 115, or Anth 171</td>
<td>* Psyc 250 or 270 Dev or Ab Psyc</td>
<td># Psyc 250 or 270 Dev or Ab Psyc</td>
</tr>
<tr>
<td>* Math 103 College Algebra</td>
<td>Arts/Humanities GER/ES</td>
<td>Communication GER/ES</td>
</tr>
</tbody>
</table>

Credits: 16

- * These courses must be completed by Aug 15 (Spring) or Feb 1 (Fall) for application for nursing admission.
- # These courses must be completed prior to admission and beginning nursing courses
- Courses in bold above are used to compute core course GPA for admission
- Alternate sequence of Chem 122/122L, Biol 150/150L & Biol 151/151L is acceptable in place of Chem 116/Lab

The nursing curriculum is sequenced to build over five semesters. Careful attention should be paid to pre- and co-requisites. Each Nursing semester must be completed entirely before progressing. Non-nursing courses may be taken ahead of schedule if possible. In addition to the Nursing curriculum all students must meet university graduation requirements.

**Semester One**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPT 315 Human Pharmacology <em>(Spring on campus or online)</em></td>
<td>3</td>
</tr>
<tr>
<td>Nurs 282 Health Promotion</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 284 Functional Changes in Aging</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 289 Professional Development I</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 302 Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>Nurs 303 Assessment Across Life Span</td>
<td>4</td>
</tr>
</tbody>
</table>

**Semester credits 16**

**Semester Two**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 321 Nursing Procedures</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 322 Communication, Diversity &amp; Families</td>
<td>3</td>
</tr>
<tr>
<td>Nurs 371 Adult Nursing Care I</td>
<td>4</td>
</tr>
<tr>
<td>Nurs 372 Childbearing Family</td>
<td>2</td>
</tr>
<tr>
<td>Statistics (Soc 326, Psyc 241, or Econ 210)</td>
<td>3/4</td>
</tr>
<tr>
<td>Arts/Humanities GER/ES</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester credits 17-18**

**Semester Three**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 323 Adult Nursing Care II</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 373 Adult Nursing Care II Clinical</td>
<td>4</td>
</tr>
<tr>
<td>Nurs 325 Advanced Nursing Procedures</td>
<td>1</td>
</tr>
<tr>
<td>Nurs 324 Public Health Nursing Theory</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 374 Public Health Nursing Clinical</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 326 Evidence-Based Practice</td>
<td>2</td>
</tr>
<tr>
<td>Arts/Humanities GER/ES</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester credits 16**

**Semester Four**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 421 Child Health Nursing Theory</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 471 Child Health Nursing Clinical</td>
<td>1</td>
</tr>
<tr>
<td>Nurs 472 Psy/Central Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>Nurs 473 Multisystem Complex Adult Health</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>2</td>
</tr>
</tbody>
</table>

**Semester credits 13**

**Semester Five**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 420 Interprofessional Health Care</td>
<td>1</td>
</tr>
<tr>
<td>Nurs 474 Professional Development II</td>
<td>5</td>
</tr>
<tr>
<td>Nurs 476 Complex Child Bearing Family</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 425 Practicum Theory</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 475 Practicum</td>
<td>4</td>
</tr>
</tbody>
</table>

**Semester credits 14**

**Total Credits Required 129**
<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 supplementary search which reveals criminal records in undisclosed locations and is complimentary to county searches. It includes information from the following sources: Proprietary Offender Data, Nationwide Sex Offender Database, AppALERT (Office of Foreign Assets Control - OFAC), the FBI Terrorist List and Federal/State/Local Wanted Fugitive Lists, Traffic Court, Department of Public Safety, seven years worth of information from the Administrative Office of the Courts and the Department of Corrections. This database contains over 150 million criminal records from 44 states and D.C. The age of the information and the type of information varies from state to state. - 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 courthouses to pull the records. County criminal records are considered to be the ideal method of attaining accurate and thorough criminal background information. County criminal searches take approximately 24 - 72 hours to complete.</td>
</tr>
<tr>
<td>Statewide Criminal Searches</td>
<td>A statewide criminal record investigation accesses a state maintained repository of criminal records that typically includes records from every county courthouse in a state. Statewide searches are not available in all states. The thoroughness of statewide criminal record searches varies from state to state.</td>
</tr>
<tr>
<td>Verifications (Professional License, Reference, Education, Employment)</td>
<td>In attempts to appear more qualified, applicants often falsify and embellish their resumes. In today's 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 retire 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.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</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 C | STATEMENT OF ABSENCE OF SYMPTOMS — PROCEDURE 247B

STATEMENT OF ABSENCE OF SYMPTOMS (TUBERCULOSIS)

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 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 D | RN/BSN OPTION NURSING CURRICULUM SEQUENCE

Total 30 credits
Two options: 1. Full Time – Completion in 12 months
2. Part Time – Completion in 24 months
All prerequisites (including essential studies) will be completed prior to beginning nursing courses.

Full Time Curriculum

Fall
N282 Health Promotion 2cr
N302 Pathophysiology 3cr
N350 Nursing in Transition 3cr
N410 Clinical Reasoning for Safety and Quality Outcomes 3cr
Total Credits 11 credits

Spring
N326 Evidenced Based Practice 2cr
N490 Transcultural Health Care 3cr
N405 Nursing Informatics 3cr
N415 Inter-professional Collaborations for Improving Health Care Systems Outcomes 3cr
Total Credits 11 credits

Summer
N324 Public Health Nursing Theory 2cr
N374 Public Health Nursing Clinical 2cr
N474 Professional Development II 5cr
Total Credits 9 credits

Part Time Curriculum

Fall
N282 Health Promotion 2cr
N374 Nursing in Transition 3cr
Total Credits 5 credits

Spring
N326 Evidenced Based Practice 2cr
N490 Transcultural Health Care 3cr
Total Credits 5 credits

Summer
N324 Public Health Nursing Theory 2cr
N374 Public Health Nursing Clinical 2cr
Total Credits 4 credits

Fall
N302 Pathophysiology 3cr
N410 Clinical Reasoning for Safety and Quality Outcomes 3cr
Total Credits 6 credits

Spring
N405 Nursing Informatics 3cr
N415 Inter-Professional Collaborations for Improving Health Care System Outcomes 3cr
Total Credits 6 credits

Summer
N474 Professional Development II 5cr
Total Credits 5 credits
APPENDIX E | TRANSFER OF NURSING CREDIT REQUEST

TRANSFER OF NURSING CREDIT REQUEST – PROCEDURE 407a

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

TO: UND Nursing Department Chair

FROM: (Student Name) (ID #) (Address) Telephone #)

Name/location of previous nursing program: _______________________________

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

Course #: ________ Course Name: ________________________________

Credits: ________ Grade Received: ________ Date Completed: ________________

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: _________________
College of Nursing undergraduate students must be able to perform the functional abilities in each of the following categories: gross motor skills, fine motor skills, physical endurance, physical strength, mobility, hearing, visual, tactile, smell, reading, arithmetic competence, emotional stability, analytical thinking, critical thinking skills, interpersonal skills, and communication skills (National Council of State Boards of Nursing, 1999). However, it is recognized that degrees of ability vary widely among individuals. Individuals are expected to discuss questions about abilities with the Director of Student & Alumni Affairs.

The policy, Functional Ability Requirements for Undergraduate Nursing Students & Common Activities/Tasks Required in the Nursing Profession can be accessed on the College of Nursing Internet site at http://nursing.und.edu/programs/rn-bsn/admission.cfm or are available on request. These provide a framework for relating functional ability categories and representative activities/attributes to self-limitations and accommodations.

I have read the Functional Ability Requirements for Undergraduate Nursing Students and Common Activities/Tasks Required in the Nursing Profession. I know with whom to discuss my disability and possible accommodations, if needed.

___________________________________________________
Student Signature                                                                  Date

APPENDIX G 409B ATI SCHEDULE: TRADITIONAL CURRICULUM

The following schedule will be reflected in the assigned course syllabus and monitored by the course faculty.

**Semester 1**

- **Review Manuals**
  - Distribution of all textbooks and electronic resources (Undergraduate Department)
- **Orientation (NURS 289)**
  - Self-Assessment Inventory – Online Practice
  - Nurse Logic 2.0 – Online Tutorial (with in-class examples)
  - ATI Plan- Getting Started With ATI– Online Tutorial
  - Learning Systems RN
- **Assessments**
  - *Non Proctored*
    - Fundamentals (NURS 303)
    - Community Health (NURS 282)
    - Pharmacology (NURS 302)

**Semester 2**

Nurse Logic: NURS 372

- **Assessment**
  - *Non Proctored*
    - Maternal Newborn (NURS 372)
    - Med surgical Nursing (NURS 321)
    - Mental Health (NURS 322)
  - *Proctored*
    - Fundamentals (NURS 371)
- **ATI Proctored Dosage Calculation Assessments**
  - *Proctored*
    - Dosage Calculation Fundamentals Form A (NURS321)
    - Desired benchmark is 80%
    - Corresponds to NURS371 and NURS372 clinicals

**Semester 3**

Nurse Logic: NURS 325

- **Assessments**
  - *Non Proctored*
    - Nursing Care of Children (NURS 325)
    - Med Surgical Nursing (NURS 323)
  - *Proctored*
    - Community Health (NURS 324)
    - Pharmacology (NURS 323)
- **ATI Proctored Dosage Calculation Assessment**
  - *Proctored*
• Dosage Calculation Fundamentals Forms B & C (NURS373)
  o Desired benchmark is 85%
• Dosage Calculation Nursing Care of Children Form A (NURS325)
  o Desired benchmark is 85%

Semester 4

Nurse Logic: NURS 472

  o Assessments
    ▪ Non Proctored
      • NCLEX-RN Predictor (NURS 473)
    ▪ Proctored
      • Nursing Care of Children (NURS 421)
      • Medical Surgical (NURS 473)
      • Mental Health (NURS 472)
  o ATI Proctored Dosage Calculation Assessment
    ▪ Proctored
      • Dosage Calculation Nursing Care of Children Forms B & C (NURS471)
        o Desired benchmark 85%
      • Dosage Calculation Mental Health Forms A, B, & C (NURS472)
        o Desired benchmark 90%
      • Dosage Calculation Medical Surgical Forms A, B, & C (NURS473)
        o Desired benchmark 90%

Semester 5

Nurse Logic: NURS 425

  o Assessments
    ▪ Non Proctored
      • Leadership & Management (NURS 474)
    ▪ Proctored
      • Leadership & Management (NURS 474)
      • Maternal Newborn (NURS 476)
      • NCLEX-RN Predictor (Undergraduate Department)
  o ATI Proctored Dosage Calculation Assessment
    ▪ Proctored
      • Dosage Calculation Maternal Newborn Forms A, B, & C (NURS476)
        o Desired benchmark 90%
    ▪ Tutorials
      • Critical Care Medication modules (NURS475)

Approved by Undergraduate Nursing Council 1-9-15
APPENDIX H | 409C ATI SCHEDULE: BAC2 CURRICULUM

The following schedule will be reflected in the assigned course syllabus and monitored by the course faculty

Semester 1

- Review Manuals
  - Distribution of all textbooks and electronic resources (Undergraduate Department)
- Orientation (NURS 289)
  - Self-Assessment Inventory – Online Practice
  - Nurse Logic 2.0 – Online Tutorial (with in-class examples)
  - ATI Plan- Getting Started With ATI– Online Tutorial
  - Learning Systems RN
- Assessments
  - *Non Proctored*
    - Fundamentals (NURS 303)
    - Community Health (NURS 282)
    - Pharmacology (NURS 302)
    - Mental Health (NURS 322)
    - Med surgical Nursing (NURS 321)
  - *ATI Proctored Dosage Calculation Assessments*
    - *Proctored*
      - Dosage Calculation Fundamentals Form A (NURS321)
      - Desired benchmark is 80%
      - Corresponds to NURS371 and NURS372 clinicals (Semester 2)

Semester 2

Nurse Logic: NURS 372

- Assessment
  - *Non Proctored*
    - Maternal Newborn (NURS 372)
    - Nursing Care of Children (NURS 325)
    - Med Surgical Nursing (NURS 323)
  - *Proctored*
    - Fundamentals (NURS 371)
    - Pharmacology (NURS 323)
- *ATI Proctored Dosage Calculation Assessment*
  - *Proctored*
    - Dosage Calculation Fundamentals Forms B & C (NURS373)
      - Desired benchmark is 85%
    - Dosage Calculation Nursing Care of Children Form A (NURS325)
      - Desired benchmark is 85%

Semester 3

Nurse Logic: NURS 472
Assessments

- **Non Proctored**
  - NCLEX-RN Predictor (NURS 326)

- **Proctored**
  - Community Health (NURS 324)
  - Mental Health (NURS 472)
  - Nursing Care of Children (NURS 421)
  - Maternal Newborn (NURS 476)

**ATI Proctored Dosage Calculation Assessment**

- **Proctored**
  - Dosage Calculation Nursing Care of Children Forms B & C (NURS471)
    - Desired benchmark 85%
  - Dosage Calculation Mental Health Forms A, B, & C (NURS472)
    - Desired benchmark 90%
  - Dosage Calculation Maternal Newborn Forms A, B, & C (NURS476)
    - Desired benchmark 90%

**Semester 4**

Nurse Logic: NURS 474

- **Assessments**
  - **Non Proctored**
    - Leadership & Management (NURS 474)
  - **Proctored**
    - Medical Surgical (NURS 473)
    - Leadership & Management (NURS 474)
    - NCLEX-RN Predictor (Undergraduate Department)
  - **Tutorials**
    - Critical Care Medication modules (NURS475)

- **ATI Proctored Dosage Calculation Assessment**
  - **Proctored**
    - Dosage Calculation Medical Surgical Forms A, B, & C (NURS473)
      - Desired benchmark 90%
APPENDIX I | STUDENT GRIEVANCE FORMS

STUDENT GRIEVANCE STATEMENT

UNIVERSITY OF NORTH DAKOTA
COLLEGE OF NURSING
Student Grievance Statement

1. Grievance: (Provide a concise description of the grievance and indicate how it affects you.)

2. Request or remedy: (What do you believe should be done?)

3. Rational for request: (Attach additional Student Grievance statement if necessary.)

________________________________________________________________________

Signature

________________________________________________________________________

Date
Write your response to the Student Grievance: (a) statement, (b) request, and (c) rationale. Include documentation as appropriate.
The numbers on the matrix indicate the progression that a petition would take within Nursing. The person designated by the highest number makes the final decision using the forwarded recommendations. The students initiate the petition process obtaining a petition form at the Office of Student Services in the Department of Nursing.

The student makes an appointment with an Office of Student Services advisor, who is designated as #1 on the matrix and discusses the petition with that individual. This person then is to sign the petition and indicate whether or not approval is given or no recommendation is made regarding this particular petition for the individual student. The student then progresses to the individual(s) with the next highest number(s). Once all appropriate signatures have been obtained, the petition is returned to the Office of Student Services.

<table>
<thead>
<tr>
<th>Petitions/Appeals</th>
<th>Form to use</th>
<th>Office of Student Services Advisor</th>
<th>Faculty Advisor</th>
<th>Instructor</th>
<th>Dept. Chair</th>
<th>CNPD Dean or Associate Dean</th>
<th>Dean of College offering the course (if not a nursing course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Procedures Form</td>
<td>Administrative Procedures Form</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Graduate without being enrolled</td>
<td>Administrative Procedures Form</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Extension of time to remove incomplete</td>
<td>Administrative Procedures Form</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate from one college while enrolled in another</td>
<td>Administrative Procedures Form</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Nursing Petition Form</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Complete a major with fewer than 15 hours in the major done in residence</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Graduate with fewer than 36 upper level credit hours</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Petitions/Appeals</td>
<td>Form to use</td>
<td>Office of Student Services Advisor</td>
<td>Faculty Advisor</td>
<td>Instructor</td>
<td>Dept. Chair</td>
<td>CNPD Dean or Associate Dean</td>
<td>Dean of College offering the course (if not a nursing course)</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
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<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Have a similar, but differently named, course constitute a repeat of a previous course</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petition to waive Nursing admission requirements</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taking nursing course out of sequence (progression after admission)</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waive up to one credit of Essentials Studies</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate with fewer than 30 of the last credits for a first baccalaureate degree done in residence or fewer than the last 15 for a second or subsequent degree</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Forms</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take a course “off campus” within the last 30 hours in residence or within the last 15 for a subsequent degree</td>
<td>Last 30 petition form</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change a grade misrecorded in a course</td>
<td>Grade Change Form</td>
<td>1</td>
<td>2</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate a nursing course syllabus from another school if possible transfer credit</td>
<td>Transfer of Nursing Credit Request</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Registration Action Form

The following actions are taken by using a registration action form. Please refer to the registration action form for required signatures.

- Add
- Drop
- Override Full Capacity
- Add after deadline
- Increase # of credits through last add day
- Decrease # if credits through last drop day
- Change to/from S/U grading through last drop day
- Elect audit grading (no credit)
- UGRD overload to more than 21 credits Fall/Spring
- GRAD overload to more than 12 credits Fall/Spring/Summer
- UGRD overload to more than 15 credits Summer
- Override restricted to College
- Override restricted to classification
- Override restricted to grads (career)
- Override restricted to majors
- Section change
- Override pre-requisites missing
- Time Conflict
- Department Consent

# = Final copies of these petitions must be sent to the Registrar's Office.

1 – 4 = Numbers indicate the order to follow for signature/approval

A copy of all petitions must be returned to the Office of Student Services Advisor. The OSS Advisor shall notify the student of the decision and place the petition in the Office of Student Services student file. The Admission/Records Specialist shall be informed of approved petitions regarding admission, progression, and graduation.
APPENDIX K | TRANSPORTATION WAIVER OF RELEASE OF UND AND CNPD

I __________________ (name of student) hereby release UND and the CNPD from liability for any injuries I may incur as a result of my participation in an air/ground patient transport. I acknowledge that this is not a required experience and that my participation is strictly voluntary. By participating in the experience, I am fully aware of and assume all risks associated with the activity, including, but not limited to, crashes of any transport vehicle from whatever cause, and any injuries there from; injuries caused by the patient, the patients’ family, or members of the public during the transport or activities related to the transport; as well as injuries from any other cause incurred in association with the transport or other activities related to the transport of the patient.

I execute this document with full knowledge of the contents and consequences stated in this Release. I also understand that this Release is effective during my enrollment in nursing courses at UND CNPD.

______________________________  ________________________________
Student signature and Date     Witness* and Date

*Clinical faculty/Staff and Date

Copy: Student’s academic file