

UND The University of
North Dakota
COLLEGE OF NURSING



**UNDERGRADUATE NURSING
STUDENT HANDBOOK
2007-2008**

**UNIVERSITY OF NORTH DAKOTA
COLLEGE OF NURSING
STUDENT HANDBOOK
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Statement of Non-discrimination

The University maintains a policy of non-discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, handicap, age, marital status, veteran status, political belief or affiliation, or membership or nonmembership in any organization, in its services to the public, educational programs, financial aid, University-approved housing and food services, benefits and compensation, access to facilities, extracurricular activities and employment of faculty, staff and students.

Accreditation

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

You are responsible for the contents of this Handbook

The College of Nursing Learning Resource Center (LRC) maintains a paper copy of the CON Policy and Procedure Manual in the Reference section. Policies and Procedures are revised/updated during the academic year and posted annually.

UNIVERSITY OF NORTH DAKOTA
COLLEGE OF NURSING

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INTRODUCTION

Welcome to the University of North Dakota College of Nursing. The Administration, Faculty, and Staff in the College of Nursing (CON) are here to assist you.

The following is a brief overview of the “layout” of the CON Building to help you find your way around. The CON has 3 floors.

- 1st FLOOR:** Computer Lab
Technology Office Space
Learning Resource Center (LRC) (also known as “The Lab”), Rooms 101, 103, 103E, 105, & 107
Student Lounge with microwave and refrigerator
Telephone; no charge for local calls
Two large classrooms (102, 108)
Two Offices (104, 106)
Information Directory for Administration, Faculty, and Staff (next to elevator)
Photocopy Machine for student use
Scholarship Information Center
Bulletin Boards for announcements
Restrooms
- 2nd FLOOR:** Classrooms
Office Space
Restrooms
NSA/Student Council Office (200)
Graduate Reading Room (204)
Lactation Lounge - 204A (inside Graduate Reading Room)
- 3rd FLOOR:** Administrative, Faculty, & Staff offices for the CON; RAIN Program and Study Rooms;
Restrooms; Conference Rooms

You will get to know each of the faculty as you enroll in their classes or participate in various functions/ committees with them within the CON. The following are some key individuals within the College of Nursing:

Dean: Dr. Chandice Covington (Room 369, 777-4555)

Associate Dean for Undergraduate Studies: Dr. Helen Melland (Room 311, 777-4514)

Interim Associate Dean for Graduate Studies: Dr. Julie Anderson (Room 361, 777-4543)

Chair, Department of Practice and Role Development: Dr. Loretta Heuer
(Room 323, 777-4527)

Chair, Family & Community Nursing, Director, Nursing Center: Elizabeth Tyree
(Room 319, 777-4522)

Director of Student & Alumni Affairs: Marlys Escobar (Room 301, 777-4534)

Administrative Assistant to the Dean: Kathi Hjelmstad (Room 369, 777-4555)

Admissions and Records Associate: Val Krogstad (Room 308, 777-4548)

RN/LPN Advisor: Marlys Escobar, (Room 301, 777-4534)

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

Business Officer: Suzanne Gandrud (Room 362, 777-4516)

Academic Advisor: Valerie Bauer (Room 303, 777-4541)

Associate Dean for Research: Dr. Glenda Lindseth (Room 325, 777-4506)

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.

College of Nursing Mission

The College 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 College of Nursing is to educate individuals for professional roles in nursing and nutrition. The College of Nursing strives to enhance the health of people in the region 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 emphasize development of human potential.

Nurses are committed to serving vulnerable, rural and underserved populations.

Nurses collaborate with recipients of nursing care and others to prevent illness, alleviate suffering, and promote, protect and optimize the health of individuals, families, communities and populations.

Nurses bring discipline, specific knowledge 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 technology, communication and information management.

Coursework enhances personal and professional skills, promotes lifelong learning, clinical leadership, and evidence-based practice within a context of globalization.

Education at the master's level prepares graduates who apply knowledge of the discipline and generate theory-based research for specialized nursing practice.

Education at the doctoral level enables nurse scientists to make significant original contributions to the body of knowledge.

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

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

AGENCY REQUIREMENTS

Background checks may be required of students at any time. Due to agency restrictions and requirements, it may be necessary for students to submit a background check as many as three times during their curriculum. The cost of such background checks will be the students' responsibility. The 1995 Legislature amended Minnesota Statutes, Chapter 144 requiring background studies to be completed on all individuals who provide direct contact services in facilities licensed by the Minnesota Department of Health. Students who have clinical services in Minnesota will be required to have a criminal background check prior to clinical experience. These agencies in Minnesota include hospitals, nursing homes, and home care agencies.

For students who have clinical experience such as during the senior Nursing Practicum or Co-operative Education, all agency requirements must be 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.

Health Insurance Portability & Accountability Act

A new 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 beginning April 14, 2003. 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. Compliance date for the Security Rule is October 16, 2003.

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 can be found at <http://aspe.hhs.gov/adminisimp> and at <http://ww.cms.gov/hipaa> by clicking on the HIPAA "Administrative Simplification" link.

HOW DOES HIPAA IMPACT UND and the CoN?

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

Responsible for our HIPAA compliance is Chandice Covington, Dean of Nursing, and all compliance aspects coordinated by JoAnn Fanfulik, HIPAA College Compliance Officer. For additional information or assistance, contact HIPAA Compliance Office at 701-777-4147.

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

ATI CONTENT EXAM POLICY

POLICY #409

This policy refers to the following content ATI (Assessment Technologies Institute, LLC) exams:

- Fundamentals
- Nursing Care of Children
- Maternal Newborn Nursing
- Community Health Nursing
- Leadership and Management
- Medical Surgical Nursing

Policy:

1. ATI review modules and DVD's will be distributed early in the course in which the content is covered. As students receive the materials, they will sign off on a signature page verifying receipt of the materials.
2. Non-proctored codes for the exams will be provided to faculty at the beginning of each semester for the tests that apply to the students in their class. Each class will be provided with a list of these codes as they progress through the curriculum for current class of enrollment and previous classes. These codes will be posted on course Blackboard sites so they are available to students at all times.
3. Faculty will reference ATI reading assignments in their syllabus as the content relates to their class. When appropriate, faculty may link ATI content to course activities. Faculty will also encourage or require students to take non-proctored exams in their courses.
4. All students will take the ATI proctored assessment exam for corresponding course content in the first half of the semester as possible. Students must meet a Proficiency Level II on each proctored ATI exam. If they do not, they must:

- a. Show evidence of remediation to their instructor by taking a non-proctored exam at least once. This exam can be taken unlimited times.
- b. Retake a different version of the proctored exam at the end of the course.
- c. If after taking the proctored exam a second time and a Proficiency Level II is not achieved, the student will be required to enroll in a one credit NXXX Test Taking Strategies course. The course will be offered partially online. Students who do not achieve the ATI benchmark in a fall course will enroll in the NXXX Test Taking Strategies course in the following spring semester; for those who do not meet the ATI benchmark in the spring semester enrollment will be in the fall semester. Enrollment in the NXXX Test Taking Strategies course may be an option for the summer semester.
- d. Students will re-take the proctored ATI content exam for which he/she did not achieve the benchmark in the previous semester in the NXXX Test Taking Strategies course. If after two attempts the benchmark is not achieved, the student will fail the NXXX Test Taking Strategies course. Grading for the NXXX Test Taking Strategies course will be Pass/Fail.
- e. In order to begin the progression of continued proctored ATI testing, it is the student's responsibility to initiate a Progression Analysis meeting with the Associate Dean of Undergraduate studies. If the student fails to initiate a Progression Analysis meeting with the Associate Dean of Undergraduate Studies, the student will be dismissed from the College of Nursing.
 - I. After the Progression analysis meeting the Associate Dean of Undergraduate Studies will appoint a committee consisting of three faculty members and a student representative.
 - II. The student requesting to continue testing will present, in writing, to the committee a written justification for permission to continue testing.
 - III. The committee will decide if the student will be allowed to continue testing.
 - IV. If the student is granted permission to continue proctored ATI testing, the student will have until the beginning of the next semester (prior to the beginning of classes) to successfully meet the ATI benchmark in the content area that required the student to enroll in NXXX Test Taking Strategies. Continued testing of this content area will be at the student's own expense.
 - V. If the student fails to meet the benchmark on the ATI exam before classes begin, the student will be administratively dropped from nursing courses and will be dismissed from the College of Nursing.
 - VI. If the committee decides that the student is not allowed to continue testing, the student will be immediately dismissed from the program.

UNIVERSITY OF NORTH DAKOTA COLLEGE OF NURSING

PRE- NURSING CURRICULUM

<u>1st Semester</u>	<u>2nd Semester</u>	<u>3rd Semester</u>
* Engl 110 Comp 3	* Engl 120/125 Comp 3	# Mbio 202/Lab (F) or Mbio 302/Lab (S) 5/4
* Chem 115 or 121 & Lab 4	* Chem 116/Lab Org/Bio Chem 4	# PPT 301 Human Physiology 4
* Psyc 111 3	* Anat 204 & Lab Anatomy 5	# Nutr 240 Fund of Nutrition 3
* Soc 110, 115, or Anth 171 3	* Psyc 250 or 270 Dev or Ab Psyc 4/3	# Psyc 250 or 270 Dev or Ab Psyc 4/3
* Math 103 College Algebra 3	Arts/Humanities 3	Communication GER 3
Credits 16	Credits 19/18	Credits 17-19

- * 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 122/122L, Biol 150/150L & Biol 151/151L is acceptable in place of Chem 116/116L

Students can apply online @ www.nursing.und.edu/bsn to start the Nursing curriculum in either a Spring or Fall semester. **The deadline to apply for admission to Nursing is July 1st for Spring admission or February 1st for Fall admission.**

NURSING CURRICULUM

Documentation of current **CNA** certification (**Certified Nursing Assistant**) & **CPR** certification are required upon admission to the Nursing Program. Effective with Fall 2008 admissions students must also submit proof of completion of a CNA course. 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. A total of **129 semester credits** are required for graduation including 62 Nursing, 9 Arts/Humanities in two departments, 9 Communication, a 3 credit World Culture course, and approximately 2 elective credits. See UND catalog for General Education Requirements (GER).

**The College of Nursing admits students to start Nursing classes each Fall & Spring semester.
All required Nursing courses are offered each Fall & Spring.**

Semester One

PPT 315 Human Pharmacology (<i>Spring on campus or online</i>)	3
Nurs 282 Health Promotion	2
Nurs 284 Functional Changes in Aging	2
Nurs 289 Professional Development I	2
Nurs 302 Pathophysiology	3
Nurs 303 Assessment Across Life Span	4
Semester credits	16

Semester Two

Nurs 321 Nursing Procedures	2
Nurs 322 Nursing Care of Diverse Families	3
Nurs 371 Adult Nursing Care I	4
Nurs 372 Childbearing Family	2
Statistics (<i>Soc 326, Psyc 241, or Econ 210</i>)	3
Arts/Humanities	3
Semester credits	17

Semester Three

Nurs 323 Adult Nursing Care II	2
Nurs 373 Adult Nursing Care II Clinical	4
Nurs 325 Advanced Nursing Procedures	1
Nurs 324 Public Health Nursing Theory	2
Nurs 374 Public Health Nursing Clinical	2
Nurs 326 Research	2
Arts/Humanities	3
Semester credits	16

Semester Four

Nurs 471 Child Health Nursing	3
Nurs 472 Psyc/Mental Health Nursing	4
Nurs 473 Multisystem Complex Adult Health	4
Elective	2
Semester credits	13

[Courses with a middle digit of 7 have a clinical Component]

Semester Five

Nurs 420 Interprofessional Health Care	1
Nurs 474 Professional Development II	5
Nurs 476 Complex Child Bearing Family	2
Nurs 425 Practicum Theory	2
Nurs 475 Practicum	4
Semester credits	14

Total Credits Required 129

STUDENT INFORMATION

ACCESS OF INFORMATION:

In accord with the University Policy (Code of Student Life (<http://sos.und.edu/csl/>), Section 8 Student Records) and the Family Educational Rights and Privacy Act of 1974, amended 1998, the College of Nursing accepts responsibility for the confidentiality of the educational records of pre-nursing, undergraduate nursing, and nursing graduates. To carry out that responsibility, the College has established the following policies:

Directory Information: (Section 8-2 of UND Code of Student Life <http://sos.und.edu/csl/>)

Educational Records: (also see Section 8-3 of UND Code of Student Life <http://sos.und.edu/csl/>)

Educational records housed in the College of Nursing 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 the College by the student.

The student's educational record is accessible to University personnel which shall be defined as faculty, departmental chairs, advisors, and administrative personnel who have responsibilities related to a specific student. This College of Nursing 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 Records Associate or your faculty advisor. The above and other aspects of Section 8 of the Code of Student Life shall be observed in the College of Nursing.

Photocopy Requests

Students needing a copy of any academic information from their files must submit a written request to the Records Associate, Room 308. The cost is 50¢ for the first page, 10¢ each additional page. Allow 3-5 days for pick-up. **Immunization information will not be released and must be obtained from your healthcare facility.**

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. (See next page)

University of North Dakota
Special Financial Needs of Nursing Students - fall 2006 Admission
All Costs are Approximate

Semester 1

Program Fee	\$300.00
Books	400.00
Lab Coat	36.00
Picture ID	5.00
Stethoscope (NSA)	45-168.00
Blood Pressure Cuff (NSA)	32.00
Watch (w/second hand indicator)	25.00
Bandage Scissors (NSA)	6.00
Pen Light	3.00
*Health Insurance (Student Health)	
Background Check (Beg. Fall '07)	40-60

Student Health Rates for Shots

Hep B	40.90
Hep B Titre	34.00
Mantoux (TB Test)	5.00
MMR	8.00
Measles Titre	25.00
Mumps Titre	30.95
Rubella Titre	25.00
CPR Certification	20-30

Semesters 2 & 3

Program Fee	600.00
Books	550.00
Uniform (2)	100.00
White Shoes	60.00
*Health Insurance (Student Health)	
TB Test	5.00
CPR Re-certification	20-30
Transportation Clinicals (30 miles/wk @ .45/mile x 32 wks)	432.00
Background Check (Beg Fall '07)	60

Public Health (16 weeks)

Transportation (30 miles/wk @ .45/mile x 15 wks)	202.50
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***Student Health Insurance Annual Rates**

Student	1062.00
Student & Spouse	1814.40
Student, Spouse & Child	2878.80

Semesters 4 & 5

Program Fee	\$600.00
Books	600.00
*Health Insurance (Student Health)	
TB Test (Student Health)	5.00
CPR Re-certification	20-30
White Shoes	60.00
NCLEX Review Course (optional)	240.00
NCLEX Exam Registration Fee	200.00
ND St Board Licensing Fees	110.00
Pinning/Graduation Exps (optional)	40.00
Background Check (Beg. Fall '07)	40-60

Mental Health (8 weeks)

25 miles/wk @ .45/mile x 8 wks	90.00
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Multi System (16 weeks)

Transportation	14.40
4 miles/wk @ .45/mile x 8 wks	

Practicum Experience (6 wks, any one of 3 options)

Out of State:	
#Transportation	
Food (\$20/day x 42 days)	840.00
Room	420.00
In State:	
#Transportation	
Food (\$20/day x 30 days)	600.00
Room	400.00
In Town:	
Transportation (10 miles/day x 5 days/wk @ .45 Mile x 6 wks)	135.00

NOTE

All Prices Quoted September 20, 2007

#Transpiration costs vary with site selected because costs are based on actual round trip mileage x .45/mile.

(NSA) Nursing Student Association has these items for sale.

ATTENDANCE POLICY STATEMENT

Policy 242

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

The University Attendance Policy and Procedure may be found at:

<http://www.und.nodak.edu/dept/registrar/attendancepolicy/index.htm>

STUDENT ATTENDANCE AT WORKSHOPS

Policy 243

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.

AGENCY REQUIREMENTS

Background checks may be required of students at any time. The 1995 Legislature amended Minnesota Statutes, Chapter 144 requiring background studies to be completed on all individuals who provide direct contact services in facilities licensed by the Minnesota Department of Health. Students who have clinical services in Minnesota will be required to have a criminal background check prior to the clinical experience. These agencies in Minnesota include Hospitals, Nursing Homes, and Home Care Agencies.

For students who have clinical experience in other States (including North Dakota), such as during the senior Nursing Practicum or Cooperative Education, agency requirements such as background checks, verification of health records, and CPR certification, and any other mandated requirements will be followed prior to placement. Due to evolving agency needs, these requirements may change with little notice.

STYLE BOOK FOR DOCUMENTING 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.

RETENTION OF STUDENT EXAMINATIONS 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 may be shredded.

PROFESSIONAL APPEARANCE & EQUIPMENT REQUIREMENTS FOR STUDENTS Policy 245

When nursing students start their nursing course sequence, they are required to purchase specific items for use in their nursing courses (see uniform policies for details). Nursing students' professional appearance shall include:

- Uniform:** The College of Nursing uniform is hunter green scrubs, top and bottom (Cherokee Brand). Exceptions to this style may be made by the clinical instructor as long as they are in keeping with the policy of the agency in which the uniform is to be worn. The College of Nursing insignia can be purchased at the UND Bookstore, and is to be sewn on the left sleeve, three finger-widths below the acromion process. The uniform should be clean and well fitting. A lab coat may be 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. The student must dress themselves in a professional manner. This includes appropriate coverage of the waistline and neckline.
- Picture ID:** The University of North Dakota College of Nursing Picture ID is purchased through the UND Passport Office and is to be worn with the uniform as required. The Picture ID must include the student's first and last name followed by Student Nurse.
- Sweaters:** Any sweater worn over a uniform is to be all white, washable, and worn so that the student's name pin is clearly visible (pin may be worn on sweater).
- 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 mustache should be trimmed neatly. Extreme hair styles and/or colors are inappropriate for the clinical area.
- Supplies:** A stethoscope, sphygmomanometer, bandage scissors, and a pen light may be purchased through the Nursing Student Association at the beginning of each semester.
- Shoes and Hose:** Shoes are to be clean, white, polished, well supporting with clean laces; no platform or clogs. Hose shall be white or tan depending of agency policy.
- Jewelry:** A watch which measures seconds is considered part of the uniform. No other jewelry is to be worn, except a wedding band which may need to be removed at times. Small, plain button earrings may be worn if this accords with agency policy. Pierced jewelry in the nostril, lip, tongue, or eyebrow areas or visible other than on the earlobe is not allowed.
- 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. Gum chewing or smoking is not permitted in the clinical area. Fragrance products such as perfumes, lotions, aftershave, hairspray, etc. are not allowed.

ACADEMIC ADVISEMENT:

You are strongly encouraged to see your advisor regularly. Although advising includes much more than course selection, times when it is especially important to see them 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. So do yourself a favor and make appointments to see them.

1. A large bulletin board on first floor has been designated for College of Nursing faculty and student messages.
2. The bulletin board will be used for the dissemination of information to students from administration, faculty, and student committee members. It will also be used for the distribution of memos regarding mail and messages for College of Nursing students.
3. The bulletin board should not be used for student-to-student (except from committee representatives), nor for student-to-faculty messages.
4. An announcement is to be made in each course each semester advising the students of the significance of the bulletin board and their need to regularly check it for information pertaining to them.
5. Notices relative to College of Nursing activities may be placed on the windows in each of the entryways of the college. The notices should have a professional appearance and be removed within one day of the activity. All other materials placed on the windows will be removed.

There are also a number of bulletin boards and display cases available. Each is assigned to specific organizations or offices. Further information on this is available from policy #114 available through any faculty or staff member of the College of Nursing.

NURSING CENTER:

The University of North Dakota Nursing Center provides an educational opportunity for nursing students and improves access to primary health care services for a variety of individuals and groups. Nursing students and faculty promote the health of individuals, families, and communities. The nursing curriculum provides a variety of clinical experiences through the Nursing Center.

The University Of North Dakota College 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:

1. Chemical impairment compromises both the educational process and safe patient care.
2. Chemically impaired persons need help to recognize the consequences of their substance use.
3. Addiction is a treatable illness and rehabilitative and therapeutic approaches are effective in facilitating recovery.
4. 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:

1. Remove student from the clinical site or classroom. (Refer to Clinical Removal Policy if indicated).
2. Confront the student immediately with observation of behavior.
3. Document the discussion, place in student medical file, and report it to the appropriate line of authority.
4. 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.

1. 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.
2. If chemical abuse is identified, the student will be referred to the University of North Dakota Counseling Center for their chemical abuse education program.
3. Documentation of intervention will be placed in student's medical file.

OUTCOME(S):

1. Students unable to make appropriate professional judgments, meet clinical/course objectives or who demonstrate unsafe behaviors will be dismissed from the College of Nursing.
2. Continued progression within the curriculum is dependent upon the student meeting course objectives and academic standards as is expected of all students.

STUDENT RESOURCES

POLICY ON BREAST FEEDING ON CAMPUS:

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

LACTATION LOUNGE:

A lactation lounge is located in Room 204 A (in the Graduate Reading Room) in the College of Nursing.

LEARNING RESOURCE CENTER (LRC):

Rooms 101, 103, 103E, 105 & 107

The function of the Learning Resource Center (LRC) is to support the undergraduate and graduate curriculum and to provide a teaching and learning environment for all nursing students and faculty. The LRC also functions as a multimedia computer center which includes interactive computer assisted software and computerized simulation skills. Human patient simulators will be an addition to the expansion of learning for the CON. The LRC provides an area where nursing skills are taught, practiced, and evaluated in preparation for students' clinical and practicum experiences.

Hours of Operation: Academic year: M-F 8:00 - 4:30 with variable evening and weekend hours
Summer session: Variable - will be posted outside LRC
Telephone number: 777-4502

COMPUTER LAB:

The computer lab is located on the first floor of the CON. Students have use of Pentium 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 is generally open from 8:00 a.m. until 10:00 p.m., and is staffed by support personnel during various hours in that time frame. Help is also available from the UND Computer Center by telephone access via the computer help line. Hours of operation are posted in the computer lab. Admitted nursing students are allotted 500 sheets each per semester for printing of course related materials.

TELEPHONE:

There is a telephone located on first floor, which is free to use for any local calls.

PETITIONS:

Students desiring an exception to standard policies/procedures may complete a petition. Contacting the Academic Advisor should be the first step in the petition process. A matrix is provided as a reference for this process, detailing the acceptable form and routing of individual requests. Further information regarding petitions is outlined in the CON Policies and Procedures Manual, on reserve, in the Learning Resource Center. See matrix below for the appropriate appeal source.

BACKGROUND:

According to action taken by the University Senate in Spring 1983 and by the Council of Deans, October 16, 1991, the individual colleges were given jurisdiction regarding several areas of academic requirements, in order to facilitate action related to petitions, and appeals to be used in conjunction with the matrix.

PROCEDURE FOR USE OF MATRIX:

The numbers on the matrix indicate the progression that a petition or appeal would take within the College. The lower numbers indicate those individuals or the committee which in turn make recommendations to the individual with the highest number. The person designated by the highest number makes the decision using the forwarded recommendations. The student begins the process by picking up a petition form at the Admissions and Records Office in Room 308 at the College of Nursing and/or discussing the process and procedure with his/her academic advisor.

The student makes an appointment with the appropriate person 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 regarding this particular petition for the individual student. **(Note: This does not mean that individual approves the right to petition. It means that she/he thinks this petition should be approved or denied).** 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 Admissions and Records Associate.

WHEN THE STUDENT CONCERNS COMMITTEE IS INVOLVED:

1. The petition form is given to the Admissions and Records Associate for action by the Student Concerns Committee.
2. After Student Concerns has acted on the petition, the chairperson (or designated other) takes the petition to the associate dean or dean for action.
3. After the associate dean or dean has signed the petition form, it is returned to the Admissions and Records Associate.

The Admissions and Records Associate then distributes copies to appropriate individuals, files, and/or offices. (The student is notified of the decision made by receiving a completed copy of the petition form).

A student wishing to appeal the decision may appeal to the Student Concerns Committee or Special Appeals Board as indicated on the matrix. This process is initiated by the student through discussion with the associate dean.

**Undergraduate Academic Petition/Appeals Matrix
Policy 232a**

Petitions/Appeals	Form to use	Advisor	Instructor	Dept Chair	Student Dean or Designee	Course Dean	Student Concerns	Special Appeal Board
<i>Graduate without being enrolled</i>	<i>CON Petition</i>	1	NA	NA	2	NA	NA	A
# <i>Extension of time to remove incomplete</i>	<i>Admin Procedures Form</i>	NA	1	2	NA	3	NA	NA
# <i>Special and validating exams</i>	<i>CON for Nursing course/AD Pro form for non-nursing</i>	1	2	3	NA	4	NA	NA
# <i>Graduate from one college while enrolled in another</i>	<i>Admin Procedures Form</i>	NA	NA	NA	2	1	NA	NA
# <i>Add a course late during the term</i>	<i>Registration Action Form</i>	2	1	NA	NA	3	NA	NA
<i>Take or give final exams at times other than those specified</i>	<i>CON for nursing course/AD Pro Form for non-nursing</i>	NA	1	2	NA	3	NA	NA
# <i>Repeat a course with grade of "C" or better and have the last grade only counted in averages</i>	<i>Admin Procedures Form</i>	1	2	3	NA	4	NA	NA
<i>Complete a major with fewer than 15 hours in the major done in residence</i>	<i>CON Petition Form</i>	1	NA	2	3	NA	NA	A
<i>Complete a minor with fewer than four hours in the minor done in residence</i>	<i>Admin Procedures Form</i>	1	NA	2 <i>minor dept</i>	NA	3	A	NA
# <i>Take a course "off campus" within the last 30 hours in residence or within the last 15 for a subsequent degree</i>	<i>Admin Procedures Form</i>	1	NA	NA	2	NA	A	NA
# <i>Be enrolled for more than 21 credit hours in a regular semester or more than ten in a summer session</i>	<i>Registration Action Form</i>	1	NA	NA	2	NA	A	NA
<i>Graduate with fewer than 36 upper level credit hours</i>	<i>CON Petition Form</i>	1	NA	NA	2	NA	NA	A

Petitions/Appeals	Form to use	Advisor	Instructor	Dept Chair	Student Dean or Designee	Course Dean	Student Concerns	Special Appeal Board
# <i>Have a similar, but differently named, course constitute a repeat of a previous course</i>	<i>Admin Procedures Form</i>	1	2	3	NA	4	NA	NA
# <i>Change a grade misrecorded in a course</i>	<i>Change Grade Form</i>	NA	1	NA	NA	2	A	NA
# <i>To change to or from S-U grading or to or from audit during the term (after deadline but before the last day to drop)</i>	<i>Registration Action Form</i>	1	2	NA	NA	3	NA	A
<i>Petition to waive CON admission requirements</i>	<i>CON Petition Form</i>	1	NA	NA	3	NA	2	A
<i>Taking nursing course out of sequence (progression after admission)</i>	<i>CON Petition Form</i>	1	2	3	4	NA	NA	NA
# <i>Waive up to one credit of one general education requirement</i>	<i>CON Petition Form</i>	1	NA	NA	2	NA	NA	A
<i>Evaluate a nursing course syllabus from another school for possible transfer credit</i>	<i>Transfer of Nursing Credit Request</i>	NA	1	2	NA	NA	NA	NA
# <i>Petition to waive graduation requirements</i>	<i>CON Petition as appropriate</i>	1	NA	NA	2	NA	NA	NA

**UNIVERSITY OF NORTH DAKOTA
COLLEGE OF NURSING**

**UNDERGRADUATE NURSING STUDENT
FUNCTIONAL ABILITIES RELEASE**

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. 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, can be accessed on the College of Nursing web site at http://www.nursing.und.edu/bsn/admission.cfm#functional_ability. The actual list of Common Activities/Tasks Required in the Nursing Profession is available at <http://www.nursing.und.edu/bsn/pdf/commonactivities.pdf>. 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.

CLINICAL REMOVAL POLICY

POLICY #234

The primary responsibility of nursing students in clinical settings is the welfare of clients. For the purposes of this policy “removal from the clinical” shall mean the immediate removal of a student from direct client contact for that clinical day only.

1. 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. Documentation should be placed in the students academic file (under clinical evaluations).
2. After one removal from the clinical, the faculty member involved must make a professional decision whether the behavior of the student is such that the student should be permanently removed from patient contact.
3. Upon a second removal from the clinical, the faculty member in consultation with the department chair may bar a student’s return to the clinical area. Such removal shall result in immediate failure of the clinical course.
4. After removal and at the student’s request, a reconciliation meeting with the faculty member, student, department chair and a person of the student’s choosing shall be held to review the removal decision.
5. 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.

NOTE: In any of the above steps preceptor may be involved if appropriate.

VERIFICATIONS/IMMUNIZATIONS POLICY

Policy 247

Students admitted to the nursing program are required to provide documentation of current immunizations and tests. Tests may not expire during the semester. Updates or recertifications must be completed prior to starting classes each semester.

The College of Nursing gives the health of the student and the consumer highest priority. CDC guidelines for health care workers are followed, along with contracts negotiated with various agencies for clinical placement of students. Requirements include but are not limited to the following:

- Health Insurance
- Tuberculin testing
- Annual Cardio-Pulmonary Resuscitation Certification (CPR)
- Immunizations: Measles/Mumps/Rubella/Chicken Pox/Hepatitis B

In addition, students are required to complete Occupational Safety & Health Administration (OSHA) and Health Insurance Portability & Accountability Act (HIPAA) training during their sophomore year.

INSURANCE

- A. **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. (For further information, see UND Undergraduate Catalog.) Written proof of individual insurance or a signed waiver is required upon admission. Students are responsible for updating this information with the College of Nursing should changes in coverage occur.
- B. **Liability Insurance.** The University of North Dakota College of Nursing provides liability insurance for all students - on or off campus - each semester they are enrolled in course work in the College of Nursing.

Each undergraduate student is covered up to \$1,000,000 for any one incident, and up to \$3,000,000 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.

Students are encouraged to carry their own policy. Reasonable insurance rates may be obtained from the National Student Nurses' Association or from individual insurance companies.

PROCEDURE FOR DOCUMENTATION OF INSURANCE/IMMUNIZATIONS/ TUBERCULIN TESTING/ CPR CERTIFICATION VERIFICATIONS

Policy 247a

In order to facilitate the process of verifying student compliance with College of Nursing policies and comply with agency contracts, the following procedure has been developed.

1. Prior to the beginning of classes, students are responsible to provide required documentation to Student & Alumni Affairs of the College of Nursing.
2. Upon receipt of required documentation, the information will be entered into the data base and file copies placed in the students' records.
3. Updated lists will be placed on the "S" drive for faculty to review.

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. Written proof of individual insurance or signing of the "Assumption of Responsibility for Health Treatment" form is required prior to admission. Students are responsible for updating this information with the College of Nursing should changes in coverage occur.

The following immunizations/tests/certifications must be completed prior to admission to the College of Nursing. Documentation must be on a health care agency form and signed by a licensed healthcare professional. All doses must be valid.

Hepatitis B Immunization: 3 doses (at least the first dose given prior to admission), along with post-vaccination serologic testing required. Students may sign a waiver of declination to be vaccinated and/or to complete the post vaccination serologic testing.

High-risk adults which include health care workers should be vaccinated. Risks are often highest during the professional training period. Therefore, vaccination should be completed during training before trainees have contact with blood or other potentially infectious materials.

Three doses of Hepatitis B vaccine are needed. All nursing students must provide post-vaccination, serologic testing for a response to the Hepatitis B vaccine, even if the series was completed prior to December of 1997. Post-vaccination testing should be performed 1-2 months after completion of the vaccine series. However testing will be required even if the interval between the completion of the series and the post-vaccination serologic testing is greater than 2 months (Altru Health System request). Persons who are determined to be nonresponders should be counseled by their health care providers.

Measles, Mumps & Rubella (MMR): 2 doses. No vaccination required if born before 1957. (Usually considered immune but not a guarantee, vaccination is recommended).

Adults in high-risk groups, such as health care workers, should receive a total of two doses. Adults born before 1957 are usually considered immune, but proof of immunity may be desirable. A recommendation of a dose of MMR vaccine to unvaccinated students born before 1957 should be considered. Students with or without patient-care responsibilities, who are measles or rubella susceptible, can contract and transmit these diseases.

Students known to be pregnant or attempting to become pregnant should not receive the rubella vaccine. These students should be counseled by their health care professional regarding attendance at classes.

Varicella (Chickenpox) Immunization: No vaccination required with a reliable history of the disease. 1 dose if vaccinated before age 13 years or 2 doses if vaccinated at 13 years of age or older.

All susceptible adults should be vaccinated, especially nursing students who have close contact with persons at high risk for serious complications. Students with reliable histories of chickenpox (such as self or parental report of the disease) can be assumed to be immune. Students who have no reliable history may choose to have serologic testing.

Tuberculin testing: Upon admission, students must provide documentation of a negative two step TB test (or 2 negative TB tests). The second step should be administered between one and three weeks after the first test. Thereafter students must submit a negative TB test annually.

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.

Cardio-Pulmonary-Resuscitation Certification (CPR): Students must maintain current verification of CPR certification by the American Red Cross or American Heart Association in Basic Life Support. Certification training must include annual infant, child, and adult CPR as well as both 1 and 2 person CPR. Written documentation must include the expiration date of current certification. CPR will be renewed on an annual basis.

Students are required to complete Occupational Safety & Health Administration (OSHA) and Health Insurance Portability & Accountability Act (HIPAA) training during their sophomore year

References:

Summary of Recommendations For Adult Immunizations (Sept 2003), IAC website (<http://www.immunize.org/catg.d/p2011.pdf>)

U.S. Department of Health and Human Services. (December 26, 1997). *Immunization of Health-Care Workers* (MMWR No. RR-18). Atlanta: CDC.

Atkinson, W. (2004). *Epidemiology And Prevention Of Vaccine-Preventable Diseases* (Rev. ed.). Atlanta, Georgia: CDC.

STATEMENT OF ABSENCE OF SYMPTOMS

Policy 247b

Because I have a positive tuberculin skin test, I agree to sign this document.

I, the undersigned, do attest to not having communicable disease symptoms of tuberculosis (chronic cough; bloody sputum; recent, rapid weight loss; feverish feelings or actual fever, particularly after about eight (8) hours of being up and functioning in daily activities; fatigue and weakness without cause; other).

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 only after I have first been found positive to the tuberculosis skin test unless any of the above or related symptoms occur.

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 counsel regarding my health in relation to working/studying in the health field.

I will remain out of the work/study setting until I am declared by my physician to be free of communicable signs/symptoms; I will submit to my clinical professor a permit from my physician attesting to my health status.

Signature

Date

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

Signature of Health Care Provider

Date

EXPOSURE CONTROL PLANS HAZARDOUS COMMUNICATIONS aka RIGHT TO KNOW

The University of North Dakota College of Nursing (CON) 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 Officer and Department Chairs as well as in the Learning Resources Center. It is important that students become familiar with the post-occupational exposure procedures in affiliating agencies as well as the CON 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.

Latex sensitivity/allergy is a fairly recent concern, rapidly increasing in incidence among health care workers. The student is responsible to inform his/her clinical instructor if (s)he currently has or develops either an irritation from, or sensitivity or allergy to latex or products containing latex. Insofar as possible, the LRC director at the CON 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.

Bloodborne Pathogens

In recognition of the special hazards associated with risk of exposure to and transmission of blood borne pathogens, including but not limited to HIV (human immunodeficiency virus) BBV (hepatitis B virus), and HCV (hepatitis C virus) special policies and procedures have been adopted. An online training program, consistent with the policies of the Occupational Safety and Health Administration (OSHA), is utilized for the benefit and protection of all students within the nursing program. **Every student must complete the training program before entering the clinical site in affiliating agencies or the Nursing Center.** Students will be notified when this training will take place.

STUDENT POLICY FOR BLOODBORNE PATHOGENS

Policy 254

It is the intent of the College of Nursing (CON), University of North Dakota (UND) 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 staff and students of the CON.

Students may not refuse to care for those infected with bloodborne pathogens without sound medical reason to do so. Students who themselves are or may become infected by one or more of the BBPs, will be reasonably accommodated by the school to allow continuation of their education/career. Determinations relating to provisions in this paragraph will be made on an individual basis.

All students have access to this policy during Learning Resource Center (LRC) hours.

ADDITIONAL EDUCATIONAL OPPORTUNITIES

COOPERATIVE EDUCATION: (http://www.nursing.und.edu/bsn/cooperative_ed.cfm)

1. Requirements to enroll in Nurs 397- Cooperative Education (Co-op) are as follows:
 - a. Enrolled in College of Nursing
 - b. Complete 24 academic semester hours of credit and have completed Nurs 371 or equivalent with a grade of C or above.
 - c. Grade point average (GPA) 2.5 or higher.
 - d. Completed all required immunizations (per agency contracts) and CPR must be current.
 - e. Approval from Nursing Cooperative Education Coordinator.*
 - f. Co-operative Education occurs only during academic sessions
2. The student may enroll in one or two credits per semester.
3. The ratio of credit hours to work is 1:8 - 20 (1 credit/8 - 20 hours work/week for 15 weeks.)
4. Grading for the course is S/U.
5. The student enrolled in the Co-op experience must have and maintain the GPA required for the College of Nursing admission and progression.
6. The Co-op course is placed in the Department of Practice & Role Development.

* Students are responsible for obtaining their own employment. The Co-op office and College of Nursing will assist in this. Co-op sites must be cleared through the College of Nursing Coordinator, as there needs to be a current contract between the agency and the College of Nursing.

For more information see website on Co-op at: http://www.nursing.und.edu/bsn/cooperative_ed.cfm .

SENIOR HONORS GUIDELINES:

PURPOSE:

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

The CON 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.

N394 INDEPENDENT STUDY GUIDELINES

POLICY #411

1. PHILOSOPHY

A. Independent study is designed:

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

2. GENERAL INFORMATION

- A. 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.
- B. Students planning to do independent study are to enroll in Nursing 394.
- C. A total of one to ten credits may be earned in Nursing 394.
- D. Students' interest and motivation, not GPA, is the criteria for enrollment in Nursing 394.
- E. Guidelines regarding College of Nursing credit allotment are to be followed.

3. REGISTRATION

- A. 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.
- B. 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 prior semester.
- C. Register for Nursing 394 for S/U or grade.

4. CONDUCT OF STUDY

- A. The student must submit a proposal which includes:
 - a) purpose and general description
 - b) specific objectives in measurable terms
 - c) plans to meet objectives
 - d) proposed method of evaluating achievement
 - e) final proposal must be typewritten
- B. Submit a mid-course progress report to the supervising faculty member or meet with faculty member
- C. Submit a summary report to the supervising faculty member indicating objectives, implementation of plan and evaluation.

5. GUIDELINES FOR FACULTY SUPERVISING STUDENTS IN INDEPENDENT STUDY

- A. The supervising faculty member may assist the students in:
 - a) delineating the topic
 - b) formulating objectives
 - c) developing a plan for implementation
 - d) developing a time schedule
 - e) arranging clinical experience if included in the project
 - f) identifying resources of many varieties
 - g) evaluating progress toward achievement of objectives
 - h) arranging or supervising a clinical experience if necessary
 - i) preparing of the paper and presentations
- B. The supervising faculty member must:
 - a) provide a copy of this policy to the student prior to enrollment
 - b) evaluate the student's performance on the stated objectives
 - c) be available for periodic conferences
 - d) provide a listing of students and topics to the Department Chair, and CON Admissions and Records Officer
 - e) report the student's final grade to the CON Admissions and Records Officer
 - f) retain a copy of the independent study report for one year
 - g) submit to the Registrar's Office a descriptive title form with grade (the form is available in records room)

STUDENT ACTIVITIES ORGANIZATIONS

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

College of Nursing Student Council:

The Student Council serves as an official channel of communication between students, the CON 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 CON in which students may hold positions. Some of these are:

- Curriculum Committee
- Student Concerns Committee
- UND/Altru Hospital 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, taking part in the annual Fall Picnic and/or Spring Banquet. 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, a hot drink vending machine, and two copy machines on first floor of the CON. Students also represent the CON in University events such as UND's Family Weekend.

Student Council meetings are held monthly and usually are held in Room 201 front. All students are encouraged to attend whenever their schedules allow. Please contact any of the Officers or Advisors for further information. Check the Bulletin Board on first floor for the names of Officers and Advisors, 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 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.

A. 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 nor the College of Nursing provides liability coverage in the event of accidents involving the transportation of clients in violation of this policy, nor does UND/CON assume any responsibility for such transportation.

B. Transportation of Students

Students are responsible for their own transportation related to clinical experience.

Students may drive and transport other students in university vehicles if they have a valid driver's license and if the trip is approved by the faculty advisor or department head and scheduled with the Transportation Department.

AIR/GROUND PATIENT TRANSPORT**Policy 246a**

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 the University nor College of Nursing provides liability coverage in the event of injuries as a result of accident. A 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 should be completed at the onset of senior nursing courses during which time such an opportunity may be presented,

The University of North Dakota College of Nursing does not require students to go on patient transport as part of their clinical experiences. If the student chooses to do so they must sign this waiver releasing the respective Agency, the University of North Dakota, and the College of Nursing for any injuries/accidents associated with the transport.

Name of Agency: _____

Town/State: _____

Clinical Course: _____

I _____ (name of student) hereby release the above-named agency, the University of North Dakota, and the College of Nursing 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 assuming all risks associated with the activity, including, but not limited to, crashes of any transport vehicle from whatever cause, and any injuries therefrom; 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.

The foregoing is submitted in consideration of the University of North Dakota, the College of Nursing, and the above-named agency allowing my participation in the air/ground patient transport. I execute this document with full knowledge of the contents and consequences stated in this Release.

Student signature and Date

*Clinical faculty/Preceptor and Date
*(represent witnessing student signature only)

Copy: 1 to agency
1 to College of Nursing for placement in student academic file

Signed waiver must be on file prior to the transport

SCHOLARSHIPS

Each year the UND College of Nursing applies for federal funding from the Department of Health and Human Services to support Scholarships for Disadvantaged Students. As funding notifications will not be received until the summer months, students are invited to apply during the spring semester of each year. In the event that funding is secured, the College of Nursing and University of North Dakota will award and disburse the funds in accordance with the stated grant objectives. Additional information and applications will be made available at the beginning of the spring semester, or may be obtained from the Director of Student & Alumni Affairs, room 301, College of Nursing.

SCHOLARSHIP AND AWARDS SELECTION PROCEDURE

Policy 244

AWARDS FROM COLLEGE OF NURSING

This policy shall pertain to all undergraduate scholarship funds assigned to the college of nursing by external organizations, the Office of Financial Aid or the Alumni Foundation unless specifically structured otherwise.

THE SELECTION PROCESS

1. Each fall the Student Concerns Committee Chairperson appoints an Awards Sub-Committee consisting of two faculty members, at least one of whom is on Student Concerns, the Director of Student & Alumni Affairs (DSAA) and one student (preferably a senior).
2. Before the Christmas Holiday break, the application form and description of each scholarship are posted in the student lounge on the first floor so that students can work on them during the break.
3. Early in the spring semester, the UND Financial Aid Office and Alumni Foundation will notify the College of Nursing as to the amount of money available for each scholarship. The Awards Sub-Committee will determine how many scholarships will be given from each fund, usually one or two, in accordance with the directives of each Scholarship.
4. Students turn their completed scholarship applications to the third floor Information Window by March 1st. Copies will be made and distributed to subcommittee members.
5. Each member of the Awards Sub-committee will read each of the applications for each award, note any comments, and assign a "grade" to the Professional Nurse essay of 1 – 15.
6. The DSAA convenes the Awards Sub-committee to select the recipients for all awards based on their individual rankings for each award. The larger scholarships will be assigned first, then scholarships in smaller amounts. For scholarships with a financial need requirement, alternate choices will be made, as well.
7. The list of recommended recipients is sent to the Financial Aid Office for their approval.
8. The Financial Aid office approves the list and notifies the College of Nursing. In the event that a student cannot be approved for an award, an alternate student will be chosen for that award.
9. The office of the Dean is notified of the selected recipients. The DSAA sends a letter to notify the recipient of the award and encourage them to attend the spring banquet. The Alumni Foundation is notified of the scholarship choices.

10. If a graduating Senior is selected for an award, the College of Nursing notifies Financial Aid to award the total amount in a check. If a first semester Senior is selected, the College of Nursing notifies Financial Aid to award the total amount for the fall semester.
11. For non-seniors, the scholarship award is applied to tuition, half each semester for the next academic year.
12. Each recipient will be recognized at an event the following fall in conjunction with Homecoming. They will be invited to sit with the donor of the award if that person is present.
13. All names of the recipients of awards are submitted to Student Concerns Chairperson for the annual report.

Scholarships for Disadvantaged Students:

Federal funding from the Department of Health and Human Services to support Scholarships for Disadvantaged Students may be available. As funding notifications are not received until the summer months, students are invited to apply during the spring semester of each year. In the event that funding is secured, the College of Nursing and University of North Dakota will award and disburse the funds in accordance with the stated grant objectives. The purpose of these scholarships is to assist in recruiting and retaining students from disadvantaged backgrounds, including students who are members of racial and ethnic minority groups. Additional information and applications will be made available at the beginning of the spring semester, or may be obtained from the Director of Student & Alumni Affairs, room 301, College of Nursing.

Nursing Education Loan

The Nursing Education Loan Program is available to students in associate, bachelors and masters degree programs in nursing. It also is available to graduate nurse students pursuing a doctorate and nurses enrolled in a refresher course. This loan is provided through the North Dakota Board of Nursing. See their web site at www.ndbon.org for additional information on eligibility.

ALTRU ALLIANCE SCHOLARSHIP

Policy 244n

This scholarship was initiated in the year 2000 by the Altru Hospital Auxiliary (now Altru Alliance). The purpose of the Altru Alliance is to provide a link between Altru Health System and the communities it serves, to provide services and items of comfort and convenience for patients and their families, and to provide funds to support the activities of the Altru Health System.

AWARD: The number of scholarships and the amounts of each are to be determined annually by the Altru Alliance and are available upon request.

CRITERIA:

1. Must be an admitted nursing student.
2. Enrolled in nine (9) or more credits at the time funds are disbursed.
3. Cumulative GPA of 3.0 or above as of the end of the fall term.
4. Evidence of involvement and volunteer efforts.
5. Evidence of professionalism and clinical excellence (references).
6. Financial Aid statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center.)**

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay on: "How can volunteer work contribute to your readiness or preparedness for Nursing?"

This scholarship was established in 1959 by the family and friends of Bertha Beck, RN in respect and admiration for the contribution she made to health care and nursing profession. Bertha Beck graduated from the Winnipeg General Hospital School of Nursing in 1917, served in the Canadian Nurse Corps, and did staff and private duty nursing in Winnipeg. In addition she was active in numerous profession and civic organizations on the state and national level including the President of the North Dakota Tuberculosis and Health Association. While engaged in graduate work in New York, Bertha met and married Dr. Richard Beck who taught Scandinavian languages at UND.

AWARD: One scholarship annually, approximately \$800

CRITERIA:

1. Junior in Nursing in the fall semester of the academic year in which funds are disbursed.
2. Enrolled in nine (9) or more credits at the time funds are disbursed.
3. Cumulative GPA of 3.0 or above as of the end of the fall term.
4. Evidence of literary and cultural interests (such as community cultural activities; a double major or minor, one of which is in liberal arts; liberal arts electives beyond required subjects, etc.)
5. Financial Aid statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center.)**

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay on how: "Cultural activities enrich the life of a nurse and enable him/her to be a well rounded person. Describe the way cultural activities are enriching your life."

This scholarship was established in loving memory of Clenora Evangeline Anderson Berge by her husband Arthur, her children Sharon and Arlin and granddaughter Michelle. Clenora was from McVille, ND and received her RN diploma from Deaconess Hospital in Grand Forks, ND. She did post graduate work in pediatrics at the Children's Hospital in St. Paul, MN. Her husband Arthur was in the military and she worked at a number of hospitals as he was transferred throughout the country. Clenora loved her home and garden and always had beautiful flowers. Her church and faith were of primary importance to her. She died in December 1996 in Pugalleys, WA. Letters of thanks should be addressed to Arlin Berge, 1362 S. University, Denver, CO 80210.

AWARD: One to two scholarships \$700-\$1,500.

CRITERIA:

1. Junior or senior nursing student at the time funds are disbursed.
2. Enrolled in nine or more credits at the time funds are disbursed.
3. Cumulative GPA 3.5 as of the end of the fall term.
4. Financial Aid statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: (Application form and essay are due in March 1, in Room 302 - College of Nursing Information Center).

1. Complete a College of Nursing Scholarship application form.
2. Provide a one to two page essay addressing the following criteria: "Describing the spiritual dimension of nursing care. How will you as a nurse address the spiritual needs of the person you are caring for"?

The Hazel B. Berve Scholarship was established by Hazel Berve in memory of her husband who was cared for by a male nurse during his terminal illness. She established this scholarship in order to encourage male nursing students who have financial needs.

AWARD: One scholarship annually, approximately \$600.

CRITERIA:

1. Male student - junior or senior nursing student at the time funds are disbursed.
2. Enrolled in 9 or more credits at the time funds are disbursed.
3. Financial Aid statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center).**

1. Complete a College of Nursing Application form.
2. Submit a 1-2 page essay explaining both your financial need and the commitment you have made to caring for others in the nursing profession.

This scholarship was established by the family of Isabelle R. Brathovde to honor their mother's contribution to nursing. Belle, as she was called, received her diploma in nursing at Hillcrest Surgical Hospital, Minneapolis, MN in 1913. She married in 1915 and worked part time as a private duty nurse while they raised their six children. After her husband passed away in 1937, Belle took a nursing refresher course and moved to Grand Forks. During the remainder of her career she was employed as a nurse in Grand Forks and Minneapolis. She was a lover of verse. A collection of her poems was presented to the College of Nursing by the Brathovde family.

AWARD: One scholarship annually, approximately \$250

CRITERIA:

1. Second semester Sophomore in nursing during the fall semester of the academic year in which the funds are disbursed.
2. Enrolled in nine (9) or more credits at the time funds are disbursed.
3. Cumulative and Nursing GPA of 3.0 or above as of the end of the fall term.
4. Financial Aid statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center.)**

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay addressing the following criteria: "Safety is always of upmost concern within the nursing profession. Explain what "safety" in the practice of nursing means to you."

Ruth Burrage, Professor Emeritus, established this scholarship to promote educational excellence within the College of Nursing. Ruth received her diploma in nursing from Peter Bent Brignam Hospital School of Nursing in 1929. She later earned her B.S. at the University of Rochester and her M.S. at Case Western Reserve University in Cleveland, Ohio. She served in the Army Nurse Corps during World War II. Ruth taught at the UND College of Nursing from 1951 to 1977. She served as Associate Dean at the College of Nursing, chaired the building committee for the present College of Nursing building and was active in professional and community organizations. Ruth Burrage passed away on January 14, 2002.

AWARD: One scholarship annually, approximately \$400

CRITERIA:

1. Junior in Nursing in the fall semester of the academic year in which funds are disbursed.
2. Enrolled in nine (9) or more credits at the time funds are disbursed.
3. Cumulative GPA of 3.3 or above as of the end of the fall term.
4. Financial Aid statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship application and have it on file in the Financial Aid Office (available on the web under Financial Aid).
5. Intention to make nursing a career.

PROCEDURE: (Application form and essay are due March 1, in Room 302 - College of Nursing Information Center.)

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay describing "The Professional Nursing Career I Envision for Myself".
3. Essays are judged by Student Concerns Awards Sub-committee.

Established by Robert C. Campbell Foundation in honor of Dr. Robert Campbell, a pioneer physician who practiced in Grand Forks for more than 50 years. He was born in Manitoba and received his BP, MD, and MC degrees from the University of Manitoba and after one year internship settled in Grand Forks. Both Dr. and Mrs. Campbell were leaders in the Community. This scholarship was first awarded in 1974 to the St. Michael's School of Nursing, but when that school was discontinued, the scholarship was established at the University of North Dakota College of Nursing. It is awarded to a student who has just completed his/her nursing degree.

AWARD: One to two scholarship annually, approximately \$1000

CRITERIA:

1. Senior in Nursing at the time funds are disbursed.
2. Enrolled in nine (9) or more credits at the time funds are disbursed.
3. Cumulative and Nursing GPA of 3.3 or above as of the end of the fall term.
4. Financial Aid statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center.)**

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay addressing the following criteria: "There are many opportunities within nursing to demonstrate leadership skills. Describe how you plan to develop these skills during your nursing career".

THE WILLIAM AND LUCY CHURCHILL MEMORIAL ENDOWMENT SCHOLARSHIP Policy 244o

This scholarship was established by Helen Churchill Wahlstrand, the daughter of the late William and Lucy Churchill in honor of the contributions made by her loving mother and father and other pioneers who were the builders of our nation. The first scholarship was awarded in 2001. It is hoped that this endowment in her parents' honor and memory will inspire others to live meaningful and productive lives and be a lasting tribute to the moral strength and fortitude of her parents. This endowment provides scholarships for financially needy students who have demonstrated interest in the areas of nursing or medical research.

AWARD: One scholarship given every other year, approximately \$350.

CRITERIA:

1. Admitted Nursing Student
2. Potential to succeed in nursing
3. Cumulative and Nursing GPA of 3.3 or above as of the end of the fall term.
4. Evidence of financial need through UND.
5. Financial Aid Statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship Application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center.)**

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay addressing the following question: What is the relationship between nursing research and practice?

This scholarship was established by Kathryn Griffith to encourage nursing students who demonstrate academic excellence and the potential for clinical and leadership excellence. Kathryn Howitz Griffith received her diploma in nursing from St. Johns Hospital School of Nursing in Fargo. After marriage in 1932 and settling in the Sarles-Osnabrock area she did private duty and on-call nursing without fee to area families during this depressed time. Mrs. Griffith is now retired and living in Grand Forks.

AWARD: One or two scholarships given annually, approximately \$700 each

CRITERIA:

1. Junior in nursing in the fall semester of the academic year in which funds are disbursed.
2. Enrolled in nine (9) or more credits at the time funds are disbursed.
3. Cumulative and Nursing GPA of 3.0 or above as of the end of the fall term.
4. Evidence of involvement in College of Nursing, University of North Dakota, Community activities (such as student council, student senate, NSA, EMT activities, health volunteer work, etc.).
5. Financial Aid statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center.)**

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay addressing the above criteria concerning involvement in College of Nursing, UND, and community activities.

This scholarship established by Dorothy Halcrow to assist a student with financial need in obtaining her nursing degree. Dorothy grew up in North Dakota and graduated from the St. John's Hospital School of Nursing in Fargo in 1932. It was difficult to find work during the depression so she moved home to Willow City and did home deliveries. In the fall of 1933, she was accepted into post graduate course in obstetrics at Dr. Lee Lying in a hospital which was in connection with the University of Chicago. She worked in Chicago for a time and then returned to North Dakota to work at the Hanna, Clay, Lancaster, McGregor Clinic in Fargo. In 1937, she married John G. Halcrow and they farmed in Bowsmont, ND. In 1954 they moved to Grand Forks where she worked in obstetrics at St. Michael's Hospital for 19 years. Dorothy now lives in Mesa, AZ.

AWARD: One or two scholarships annually totaling approximately \$2,250.

CRITERIA:

1. Open to anyone who has been admitted to the College of Nursing.
2. Enrolled in 6 or more credits at the time funds are disbursed.
3. Cumulative GPA of 3.0 or above.
4. Financial Aid statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center).**

1. Complete a College of Nursing Application form.
2. Submit a one to two page essay describing your financial need and how this scholarship will enable you to reach your long term goals.

This scholarship was established by Margaret (Peg) Heyse Cory, Dean Emeritus in honor of her father Rudolph Heyse who lived with her after the death of his wife. Although Mr. Heyse did not have the advantage of a college education he espoused the values of higher education. Margaret Heyse Cory's background includes a Master's Degree in Biochemistry and graduation from a Diploma Nursing program. She came to UND in 1959 and served as Dean of the College of Nursing until 1978 when she retired and married. She remained active in her retirement, and was awarded an honorary doctorate from UND in 1992 and UND Alumni Association's Distinguished Service Award in 1984. Margaret Heyse Cory died in Grand Forks on June 4, 2000.

AWARD: One scholarship annually, approximately \$250.

CRITERIA:

1. Sophomore (second semester) or Junior in Nursing in the fall semester of the academic year in which funds are disbursed.
2. Enrolled in nine (9) or more credits at the time funds are disbursed.
3. Cumulative GPA of 3.0 or above as of the end of the fall term.
4. Financial Aid Statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship Application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center)**

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay addressing the following criteria: "Describe the events in your life which have influenced your commitment to a career in Nursing".

DEBORAH L. KOSMATKA MEMORIAL NURSING SCHOLARSHIP

Lorraine (Lori) R. Jensen, Florian Kosmatka, Daniel Kosmatka, Robert Kosmatka and Kathleen Ward (Donors), along with other family members and friends, honor the memory of a wonderful and caring sister, friend and nurse, Deborah L. Kosmatka, by establishing the Deborah L. Kosmatka Memorial Nursing Scholarship within the University of North Dakota Foundation. This scholarship will benefit students enrolled in the University of North Dakota College of Nursing and shall be funded each year with a direct gift from the Donors to the University of North Dakota Foundation.

AWARD: One scholarship annually, approximately \$500.

CRITERIA:

- 1 Admitted Nursing student in good standing
- 2 Financial Need
- 3 Preference given to first generation college students
- 4 Second preference given to students with interest in preventative health care as demonstrated by volunteer activities with the American Heart Association, the YMCA or any applicable wellness program.
- 5 Financial Aid Statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship Application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center)**

1. Complete a College of Nursing Scholarship Application form.

PAUL & LILLIAN LARSON NURSING ENDOWMENT SCHOLARSHIP

This endowment has been established through a testamentary provision by Paul and Lillian Larson within the UND Foundation.

Allocations from this endowment shall be used to award annual scholarship to a student with a minimum 3.0 grade point average that has been admitted into the nursing program at the University of North Dakota. Eligible candidates must be from Walsh County, ND. The recipient shall be of high moral character and have high potential to lead a successful career in the nursing profession.

AWARD: One scholarship annually, approximately \$2,000.

CRITERIA:

- 1 Resident of Walsh county in ND.
- 2 Cumulative GPA of 3.0 or above.
- 3 Financial Aid Statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship Application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center)**

1. Complete a College of Nursing Scholarship Application form.

This scholarship was established in 1986 by the family of the late Clara Lybeck in honor of her contribution and dedication to nursing. Clara graduated from Deaconess Hospital School on Nursing in Grand Forks in 1922, after which she joined the staff of the Deaconess Hospital. She remained at the Deaconess Hospital for 42 years assuming leadership positions as operating room supervisor, assistant anesthetist and Director of Anesthesia.

AWARD: One or two scholarships given annually, approximately \$700 total.

CRITERIA:

1. Junior in Nursing during the fall semester of the academic year in which funds are disbursed.
2. Enrolled in nine (9) or more credits at the time funds are disbursed.
3. Cumulative and Nursing GPA of 3.3 or above as of the end of the fall term.
4. Evidence of financial need through UND.
5. Financial Aid statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center.)**

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay addressing the following criteria: "Caring is one of the chief attributes of a nurse. Explain how you will incorporate a caring approach into the care of your clients".

This scholarship was established in the year 2000 by the family of the late Hilda Lybeck Flynn in honor of her dedication to the nursing profession and her distinguished service spanning over 40 years for the benefit of countless citizens of the Grand Forks community where she work and lived. The Donors also wish to recognize the important role Hilda and other pioneer North Dakotans played in the building and development of their communities, their state and nation. Hilda received her basic education in the Petersburg, ND Public School prior to moving to Grand Forks. She graduated from the Deaconess School of Nursing in 1933. For over 40 years, Hilda worked at Deaconess Hospital as a registered nurse and then worked in Grand Forks as a private duty nurse.

AWARD: One scholarship given annually, approximately \$275.

CRITERIA:

1. Second semester sophomore during the fall semester of the academic year in which funds are disbursed.
2. Demonstrate professional dedication.
3. Cumulative and Nursing GPA of 3.3 or above as of the end of the fall term.
4. Evidence of financial need through UND.
5. Financial Aid Statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship Application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: (Application form and essay are due March 1, in Room 302 - College of Nursing Information Center.)

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay addressing the following criteria: "What does professional dedication to Nursing mean to you?"

This scholarship was established by Ruth Sorlie Edick in honor and memory of her mother and aunt. Grace Sorlie (her mother) attended UND and taught school in Minneapolis and Grand Forks. In 1920 she married A.G. Sorlie and became first lady of North Dakota when her husband was elected Governor. Grace devoted herself to her three children and was active in many political and community organizations. Grace's sister, (Ruth's aunt) Stella Mann graduated with a BA degree from UND and later earned a masters degree from University of Iowa. She taught school and later at teachers' colleges. Her husband George Mann was owner of the Bismarck Tribune and after his death Stella took over as publisher, although she had no previous newspaper experience. She became a civic leader as well as being noted as one of Bismarck's most gracious hostesses.

AWARD: 2-3 scholarships annually, approximately \$1000 each.

CRITERIA:

1. Open to anyone who has been admitted to the College of Nursing.
2. Enrolled in 9 or more credits at the time funds are disbursed.
3. Cumulative GPA of 3.0 or above as of the end of the fall term.
4. Financial Aid Statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship Application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center).**

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay addressing the following question:

“What role can a nurse play in political and/or civic affairs of the community, and why is it important?”

This scholarship was initiated in the year 2001 by the family of Eric & Helyn Morrison, after the death of Eric Morrison on March 28, 2001. Their daughter, Dr. Diane Morrison Langemo, served on the faculty of the College of Nursing for many years and taught at both the undergraduate and graduate levels.

AWARD: One scholarship annually, based on availability of funds, \$500.

CRITERIA:

1. Must be an admitted undergraduate nursing student
2. Enrolled in nine (9) or more credits at the time funds are disbursed.
3. Cumulative GPA of 3.0 or above at the end of the fall semester.
4. Financial Aid statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center.)**

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay on: "What, in your opinion, are the special challenges and rewards involved in working with a geriatric population?"

This scholarship was established by the Rasmusson family to honor their mother Margrete and her parents who made her career possible. Margrete was a native of Dazey, ND. She received her diploma in nursing at the Eitel Hospital in Minneapolis and stayed on there to become the evening nursing supervisor. She played a major role in building and developing the Minneapolis community.

AWARD: One or two scholarships given annually, approximately \$800 total.

CRITERIA:

1. Junior in Nursing during the fall semester of the academic year in which funds are disbursed.
2. Enrolled in nine (9) or more credits at the time funds are disbursed.
3. Cumulative GPA of 3.3 or above as of the end of the fall term.
4. Financial Aid statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship application and have it on file in the Financial Aid Office (available on the web under Financial Aid).
5. Resident of North Dakota or Minnesota.

PROCEDURE: (Application form and essay are due March 1, in Room 302 - College of Nursing Information Center.)

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay addressing the following criteria: "Nursing often involves working with family members as well as the person who is ill. Describe your feelings about this and how you as a nurse would work with family members".

This endowment agreement was initiated in the year 1989 by George and Edna Ward of Grand Forks, North Dakota. George Ward was born near Michigan, North Dakota, June 17, 1905. Edna was born October 29, 1919 in Grand Forks County to John M. and Elizabeth Albright Schauer. Edna was employed at the University of North Dakota from 1969 to 1984. Many of those years were spent as custodian in the College of Nursing building. In recognition of her loyalty and dedication to UND, a room at the College of Nursing was named in her honor August 14, 1987. George Ward died January 7, 1991. Edna Ward passed away on November 23, 2001.

The first scholarship was awarded from this endowment in May 2003 (for the 2003-2004 academic year).

AWARD: One scholarship annually, based on availability of funds, approximately \$1,000

CRITERIA:

1. Admitted nursing student.
2. Must be of sound moral character.
3. Enrolled in nine (9) or more credits at the time funds are disbursed.
4. Cumulative GPA of 3.30 or above as of the end of the fall term.
5. Evidence of potential for leadership and career achievement.
6. Financial Aid statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: (Application form and essay are due March 1, in Room 302 - College of Nursing Information Center.)

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay on your reaction to this statement: "You can tell the quality of a person by how they treat the people they don't need."

This scholarship was initiated in the year 2002 by Faye J. and John L. Weir of Olean, New York. John and Faye (Stelter) Weir are originally from Jamestown, ND. Faye received a bachelor's degree in Nursing from UND in 1980. John received a bachelor's degree in Management from UND in 1985.

AWARD: One scholarship annually, based on availability of funds, approximately \$500.

CRITERIA:

1. Must be a junior or senior in the nursing program at the time funds are disbursed.
2. Enrolled in nine (9) or more credits at the time funds are disbursed.
3. Cumulative GPA of 3.0 or above as of the end of the fall term.
4. Of high moral character and identified as high achieving students.
5. Financial Aid statement: If you are not already receiving financial aid, you must fill out a Returning Student Scholarship application and have it on file in the Financial Aid Office (available on the web under Financial Aid).

PROCEDURE: (Application form and essay are due March 1, in Room 302 - College of Nursing Information Center.)

1. Complete a College of Nursing Scholarship Application form.
2. Submit a one to two page essay on: "How do the attributes of a professional nurse contribute to the health and well being of the patient he or she serves?"

MARY JEAN AND FRED MANNES/BETH BENSON SCHOLARSHIP

The original scholarship, set up in 2001 was the Mary Jean Mannes Scholarship for a student in economics. Mary Jean Mannes served as the secretary in Economics for many years. Some time after Mary Jean passed away, her husband, Fred, remarried. When Fred passed away his second wife, Mary (Bohlman) Mannes added Fred's name to the scholarship. When Mary Jean's sister, Beth Benson, passed away, Mary (Bohlman) Mannes added Beth's name to the scholarship and added the nursing scholarship.

AWARD: One scholarship annually, based on availability of funds, approximately \$250, to rotate each year between an economics student (odd years) and a nursing student (even years).

CRITERIA AT TIME OF APPLICATION:

- 1 Must be an admitted student in the nursing program.
- 2 Must have an application submitted for any other CoN scholarship.

PROCEDURE: **(Application form and essay are due March 1, in Room 302 - College of Nursing Information Center.)**

1. Complete a College of Nursing Scholarship Application Form.

A. Admission to the Nursing Program

College 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 should indicate on their application whether they are applying for fall or spring admission to the College.

The College will admit students in October each year to fill the Spring Semester class and in March to fill the Fall Semester class. Application to the College of Nursing does not constitute application to the University of North Dakota. Students are to seek admission through the University Office of Admission prior to applying to the Nursing program. The deadlines for applications to be submitted, including a personal statement, are July 1 for the spring admission and February 1 for the fall admission.

Transfer students are advised that all transcripts must be received by the UND Undergraduate Admissions Office no later than August 15 for spring admission and February 1st for fall admission. The review committee cannot act on applications of transfer students unless transcripts have been submitted to the UND Undergraduate Admissions Office.

Students who desire admission under irregular circumstances 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 College of Nursing must be completed by September 1 for spring admission and February 1 for fall admission.

Admission decisions are made by the Undergraduate Student Concerns Committee, 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. Declined, dismissed, or withdrawn students do not qualify for two 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 Admissions and Records Associate at the College of Nursing to inquire about the status of their application.

Application Criteria for consideration for admission to Nursing:

1. Admission to the University of North Dakota.
2. Current transcripts submitted to UND from all other universities or colleges attended.
3. Complete on-line application for admission to the College of Nursing
4. 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.
5. Signature on functional abilities release statement.
6. Signature on felony or background statement
7. A minimum overall and UND grade point average of 2.50
8. Completion of the following courses or equivalents and their pre-requisites with a letter grade of a C or better:
 - *English Composition 120 or 125
 - *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
- 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.

B. Admission Acceptance Criteria

Upon notice of admission to the Nursing Program, students must submit the following by April 1 for Fall Admission or November 1 for Spring Admission: Failure to do so by deadline will result in loss of nursing placement.

1. Sign and return Acceptance Form.
2. Submit non-refundable **\$75.00 deposit on program fee.**

In addition, students must submit documentation of the following verifications by August 15 for Fall Admission or December 31 for Spring Admission. Failure to do so by deadline will result in loss of nursing placement.

1. Submit documentation of completion of CNA course and of current CNA certification (copy of Certified Nursing Assistant certification).
2. Current medical/hospitalization Insurance or Certification of Assumption of full responsibility for any health treatment costs incurred.
3. Proof of immunity to chicken pox (varicella).
4. Proof of immunity to measles (rubeola), mumps & rubella (2 MMR immunizations).
5. Two negative TB tests (Mantoux) with the last test current for the entire semester of admission; thereafter, students must submit an annual TB test.
6. Hepatitis B vaccine series of 3 injections.
7. 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).
8. 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.

Additional Acceptance Criteria include the following before starting Nursing classes:

- a. 2.50 Overall and UND GPA
- b. 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 automatically assigned to the catalog active at the time of admission to the Nursing program unless they request otherwise.

C. 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 deadline as stated above 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 by the Student Concerns Committee, the student will be on permanent probation.

D. 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.

1. A 2.50 overall GPA is required for progression at the end of each semester. A 2.50 overall GPA is required for graduation.
2. 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)
 - 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)
 - Statistics course (Soc 326, Psyc 241 or Econ 210)
 - Psychology 270 (Abnormal Psychology)
 - All required nursing courses
 - Nurs 397 Cooperative Education

1. Challenge examinations will follow University procedures for Special Examination for Credit (see academic advisor for additional information).
2. Challenge examinations are considered credits in residence, but do not satisfy the minimum of 15 credits of faculty supervised junior and senior clinical nursing course instruction required for graduation of all students except RN/BSN students.
3. Individuals who desire to challenge courses must apply to the appropriate Department Chair within the first eight weeks of the semester in which the challenge exam will be taken. Courses that contain a clinical component may require a clinical performance evaluation in order to challenge the course.
4. The written portion of the challenge exams for Assessment across the Lifespan, and to Adult Nursing Care I are available to students to write during the summer months. Students wishing to challenge during the summer months must notify the Department Chair no later than April 15 of their intentions. A written challenge must be completed by August 1. If a clinical component is involved, the clinical performance evaluation must be completed and graded prior to registration for the fall semester. Due to availability of faculty, it is recommended that such challenges be completed during the regular academic year.

Placement Of Out Of Sequence Students

Policy 212

Upon admission, basic and advanced placement students begin the sequential curriculum. They automatically are placed in the next appropriate course each semester.

1. If the student delays continuing in the nursing curriculum (i.e., dropping of nursing courses, or Leave of Absence*) while maintaining UND enrollment, that student will need to request that the Admissions and Records Associate to have their name placed on a waiting list to take the **appropriate** course **or courses** and continue in the sequential nursing curriculum in a later semester.
2. If the student plans to withdraw from UND, that student will need to complete a College of Nursing Leave of Absence* in addition to their UND Withdrawal Report Form and will need to request that the Admissions and Records Associate place their name on a waiting list to take the **appropriate** course **or courses** and continue in the sequential nursing curriculum in a later semester. Course placement for students who have withdrawn or had Leave of Absences is on a first-come first-serve basis as space allows.
3. If more than one student needs to repeat a specific course due to failure (i.e. D or F grade), ranking of these students for the purpose of placement will be done based on overall GPA. **In the event of a tie, the UND Nursing GPA will be used.** Leave of Absences and withdrawals take precedence over repeaters.
4. All unresolved issues will be decided by the Dean.

*Leave of Absence for first semester nursing students are by special permission only (see Leave of Absence policy).

TRANSFER OF NURSING CREDIT FOR BASIC STUDENTS

Policy 407

1. The student submits the completed "Transfer of Nursing Credit Request" form (available on the CON website or from CON Records Office) to the appropriate Department Chair with any evidence, such as course syllabus, objectives, outlines, notes, tests, etc. that will assist the department in making a decision regarding the request.
(A sample form is attached.)
2. The department chairs and/or faculty discuss as necessary, review, and make a decision regarding the request.
3. The Department Chair notifies the student of the decision, with a copy to the Admissions and Records Officer, to the chairperson of the Curriculum Committee, and to the Associate Dean and any departments involved.
4. In the event of a controversy regarding the department's decision, the request is forwarded to the Curriculum Committee for resolution.

TRANSFER OF NURSING CREDIT REQUEST

Policy 407a

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

TO: UND College of Nursing Department Chair

FROM: (Student Name) _____ ID #) _____

(Address) _____

(Social Security #) _____ (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 RECOMMENDATION ON TRANSFER

The above course was considered for transfer as equivalent for UND Nursing Course # _____
Recommend: Approve _____ Disapprove _____ Conditional Approval _____

Rationale/Conditions:

Signature of Department Chair: _____

Date: _____

Signature of Instructor (if appropriate): _____

Date: _____

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

1. Students **who have successfully completed at least one semester** in the College of Nursing may request a LOA for a maximum of 12 months. Students must meet with their academic advisor and complete the **Application For Leave of Absence Form** prior to the time the student seeks the approval of the Director of Undergraduate Studies. Academic Standing will be considered during the review process.
2. Students who leave the College of Nursing under the provisions of this policy may re-enter the College of Nursing 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.
3. Students are required to notify the Admissions and Records Associate 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).
4. Applications for a LOA must be submitted by the “Last Day to Add a Full-Term Course” if a student does not plan to register for that particular semester. If the need for a 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.
5. In unusual circumstances, students may petition for consideration of an extended LOA.
6. Students who do not return to nursing courses at the time designated on the LOA form; students without a 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 from the College of Nursing.
7. Students who have been dismissed under the provisions of this policy and wish to re-enter must reapply to the College 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, readmission to the university does not guarantee readmission to the College of Nursing. If a student uses this LOA form from the College of Nursing in conjunction with the University of North Dakota Withdrawal Report Form, the College of Nursing will abide by any restrictions regarding readmission as established by the Dean of Students Office.

8. Application for Leave of Absence forms are obtained from the College of Nursing Admissions and Records Office. The original form will be placed in the student’s file and a copy of the signed form will be given/ mailed to the student.

STUDENT ACADEMIC ISSUE

**Discussed with Faculty,
Committee, or Administrator**

If Not Resolved

GRIEVANCE PROCEDURE

If Not Resolved

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

USCC Task force 02/17/06

Approved by Student Concerns Committee 04/11/07, 1/10/95

Critiqued by Legal Counsel, Jeremy Davis, General Counsel, UND, 5/31/95

Approved by Faculty Organization 11/3/95

Approved by Undergraduate Nursing Concerns Committee 2/10/00

Approved by Nursing Faculty Organization 3/24/00; 4/20/07

ACADEMIC GRIEVANCE POLICY FOR STUDENTS

Academic Grievance Definition: The term "academic grievance" is defined as: A statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, quality of instruction) which is thought by the student to be unfair. (Code of Student Life, 1999-2000, p 14)

Academic issues subject to grievance procedures differ from those subject to the academic petition process. The petition process includes a request by the student to have a University, college or program requirement waived or modified. It may include the right to appeal under circumstances outlined in the petition process. The substance of petitions and appeals is under the jurisdiction of individual college, schools, program, or designated University committees. If a student thinks that a petition has not been handled fairly, the student may initiate a grievance based upon unfair treatment, but not upon the substantive issue. (Refer to the Code of Student Life)

The grievance procedure for grade or course related decisions cannot be initiated until the grade is officially entered into the student's record.

Grievance Process: Each undergraduate, graduate, and professional school or college shall have written procedures for academic grievances. These procedures are to begin with discussion between the grieving student and the faculty member, committee, or administrator with whom the student has a grievance. If the grievance is not resolved at this stage, then the student may advance the grievance through the procedures of the college or school in which the grievance originated. (Code of Student Life)

Grievance Procedure: Failure on the part of the student to follow the Academic Grievance procedure, which assures due process for the individual(s), will result in automatic termination of a grievance.

Dates: See Procedure

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

REPEATING COURSES:	PROBATION:	DISMISSAL:
<p>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.</p> <p>2. If a student fails two different nursing courses, the student will be dismissed.</p>	<p>A student is placed on probation if any of the following occur:</p> <ol style="list-style-type: none"> 1. A student fails one course restricted to nursing majors. 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. 	<p>1. The decision to dismiss a student can only be made by the Dean. A student will be dismissed in any one of the following situations:</p> <p>Failure to achieve a minimum of a “C” when repeating a nursing course.</p> <ol style="list-style-type: none"> A. Failure to achieve a minimum of “C” in two different nursing courses. B. Failure to meet progression standards of 2.5 overall GPA for two consecutive semesters. D. Failure to return from a Leave of Absence at the approved date. C. Receipt of a “D” or “F” nursing grade while on probation, since a “D” grade is a failing grade in the CON. E. Revocation or suspension of a required license or ineligibility to participate in clinical. F. Student behavior that is unprofessional or unsafe to the mental, emotional, or physical welfare of clients, staff, self, or others. G. Withdrawal from all nursing courses without a leave of absence. <p>2. Recommendation for dismissal for a course related issue may be made to the Dean by the Department Chair after meeting/s to resolve the issue have been held at the Department level.</p> <p>3. Students who wish to challenge the dismissal decision may request a hearing of the College of nursing Student Appeals Board. (See Student Appeals Board Policy and Procedure).</p> <p>4. Once dismissed from the nursing program, the student must wait for one complete fall or spring semester before re-entering nursing courses, The student must reapply for admission. The nursing program admission policy controls the policy to be used for readmission. Readmission is determined by the Student Concerns Committee on an individual basis and space available. If readmitted, the student will be on permanent probation.</p>

Student Responsibilities	Faculty Committee or Administrative Responsibilities
<p>The student first discusses the issue with the faculty, committee, or administrators involved and attempt to resolve the issue.</p> <p>If the issue is not resolved at this point, the grievance process may then be initiated by the student. The student may discuss the grievance procedure with his/her academic advisor for clarification.</p> <p>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.</p> <p>It is the student's responsibility to advance the grievance in accordance with following procedure.</p> <p>The student must first obtain the Student Grievance Statement Form from the Admissions and Records Associate of the College of Nursing.</p> <p>A Student Grievance Statement must be submitted to the faculty, committee or administrator involved within 10 school days following the written initiation of intent of the grievance procedure.</p> <p>The student then:</p> <ol style="list-style-type: none"> a. Submits the copy to the Admissions and Records Associate for placement in a separate grievance file until resolution of the grievance. b. Retains the original copy. 	<p>The faculty, committee, or administrators involved are responsible to meet in good faith with the student to attempt to resolve the issue and to document the meeting. Copy(s) of documentation to be given to the student.</p> <p>The faculty, committee or administration involved should inform the student of the grievance procedure (CON Student Handbook) if the issue cannot be resolved.</p>

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*).

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 CON organizational chart.

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 Admissions and Records Associate to be placed in the student grievance file.

If the grievance is not resolved at the last available level with exclusion of the Dean, the next step is the College of 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 Admissions and Records Office of the College of Nursing. Other copies of the grievance shall be destroyed by the Admissions and Records Associate upon completion of the grievance process. Only the Dean and/or the student can open the sealed envelope. The student shall inform the Admissions and Records Associate in writing prior to graduation if they do not want the file to be destroyed. Otherwise, the grievance file shall be destroyed upon graduation.

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

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

POLICY:

Students have the right to appeal an unresolved academic grievance or dismissal. Specific appeal procedures are detailed in the UND College 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 appropriate Associate Dean 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 College of 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 Associate Dean may relieve an appointee should it be shown to the Associate Dean's satisfaction that a conflict of interest exists. In the event this should occur, the Associate Dean will appoint a new member.

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

Student Responsibilities:

1. Any student who appeals a dismissal or an unresolved grievance must first meet with the appropriate Associate Dean.
2. Submit a written narrative statement of the appeal to the appropriate Associate Dean this initiates the appeal process. This must be done within 10 school days after receipt of the unresolved grievance decision or dismissal.
3. 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.
4. 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.)
5. Advance the appeal to the Dean of the College of Nursing if it is not resolved by the Student Appeals Board.

Appeals Board Responsibilities

1. Schedule to hear the appeal and make a decision no later than seven school days after final Board composition is achieved.
2. Request other relevant information as needed and request the presence of other relevant parties at the appeal proceedings.
3. 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.
4. 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.
5. 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 appropriate Associate Dean. Submit the original appeal, tape recording, written record of the proceedings and decision of the Appeals Board to the Admissions and Records Associate to be placed in a sealed envelope in an appeals file.
6. Send a copy of their decision to the student involved by certified mail, return receipt requested.
7. 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 appropriate Associate Dean.

Dean or Dean's Designee Responsibilities

1. Meet with the student who wishes to appeal. Counsel the student on the appeal process and procedure which will occur.
2. Receive the appeal from the student.
3. Inform the student of the composition of the Board in writing within five days or as soon thereafter as is reasonable.
4. Receive the request for an alternate to serve in place of a Board member from the student, if appropriate.
5. Appoint new member to the Board, if cause is shown.
6. Forward the appeal to the Board and send a copy to the Dean, if appropriate.
7. Receive the written record of the proceedings and actions taken by the Board.
8. Inform the Dean of the action taken.
9. 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 Admission and Records Associate 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 college 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

1. Record those present:
 - A. Committee Members
 - B. Involved Parties
 - C. Others
2. Hearing will be closed unless involved parties previously agree to an open meeting.
3. 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).

4. 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.
5. The Chair will read the guidelines that will be followed at this meeting that come from the most current Code of Student Life.
6. The Chair will state the meeting format:
 - A. 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.
 1. The student will present his/her perspective.
 2. The faculty member, committee or administrator will present his/her perspective.

Neither the student, involved parties, or other representatives/advisors will have the right to question the other.

- B. The committee members then will be allowed to ask questions of all parties in its attempt to achieve an understanding of the issue(s).
- C. 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.

DEFINITION: A clinical incident may be a medication error, a client injury or a deviation from quality care to a client being cared for by a student. The occurrence may be deemed critical by the clinical faculty person or is one that requires completion of an agency critical incident form.

1. Report the incident in the clinical setting according to agency protocol.
2. Debrief and counsel with the student within 24 hours of notification of incident.
3. Communicate with agency and CON administration as needed. Comply with agency policies regarding completion of a critical incident form and acquire a copy if permitted. If copy is not allowed, document description of the incident, signed by faculty and student involved. Submit a copy of the description of incident to the Department Chair and one copy to the Dean.
4. Place a copy of incident description in the student record.
5. Check the student's academic and clinical record to determine whether or not there is evidence of a pattern of poor performance, faulty judgment, and/or difficulty in managing stress.
6. Determine the appropriate course of action regarding:
 - a. disciplinary needs
 - b. learning process
 - c. support and counseling
7. Upon graduation, the student may request of the Dean that the notation of the incident be removed from their file.

Students at the UND College of Nursing may receive equipment and supplies as a part of their lab experiences in the nursing program. All equipment and supplies are for educational purposes only.

1. Students will ONLY practice invasive procedures (where skin is broken or orifice is entered) while under supervision of faculty or clinical preceptors within clinical or lab settings.
2. All supplies and equipment to be used invasively may only be checked out from the Learning Resource Center (LRC) per instructor's written consent.
3. Appropriate use of such equipment and supplies is expected.
4. All students will sign a written agreement of understanding regarding appropriate use of the equipment in any courses where use of invasive equipment is needed to cover course content.

Student Statement:

I have read and understand the above policy and understand that inappropriate use of equipment and supplies is a violation of professional standards and is subject to disciplinary action. I understand that any equipment intended for invasive procedures must be used only under faculty supervision and/or only on the LRC premises. I understand that potential harm could occur if equipment is used improperly or without supervision and that I am liable for any injury caused using this equipment. I am responsible to return any reusable equipment in good working condition.

Student Signature

Date

- 1) Credit for nursing courses may be established by direct transfer for the graduate of a regionally accredited A.D. program or through evaluation by the College of Nursing. Graduates from diploma programs will have all transferred nursing credits held in escrow until they have successfully completed 6 credits in nursing at UND, including the Nursing in Transition course (diploma program graduates will receive 30 credits). All RN students are required to take the Nursing in Transition courses.
- 2) College of Nursing students who are graduates of associate degree or diploma schools 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.
- 3) With advisement, registered nurse students enrolled in the College of Nursing may be permitted to challenge nursing courses prior to the completion of prerequisite support courses.
- 4) Should a RN's license become encumbered, suspended, or revoked while enrolled in the College of Nursing, that student may be barred from clinical nursing courses contingent upon the nature of the encumbrance and College of Nursing resources to supervise these students. It is the student's responsibility to inform the college of Nursing of any change in the state of their license. Those who do not will be subject to disciplinary action.
- 5) A criminal background check or drug testing may be done on students and any resulting information could make them ineligible for completion of clinical nursing courses. This could mean a dismissal from the College of Nursing.

Effective for RN-BSN admissions to fall 2007 and later.

Admission to the College of Nursing is open to all licensed RN's from either a diploma program or a regionally accredited Associate Degree program. RN/MS applicants must have an associate degree. An RN/BSN admission form may be submitted any time to be reviewed at the next meeting of the Undergraduate Nursing Student Concern's Committee provided all necessary information is available. Because of the additional clinical fee required by the College of Nursing, it is advisable, but not required, that students complete most if not all general education courses before applying to the College of Nursing. The following criteria must be met to be accepted to the RN/BSN option (variations for RN/MS in parentheses):

- 1) Admitted to the University of North Dakota.
- 2) A completed application to the College of Nursing.
- 3) Minimum 2.5 GPA in all previous college work, and UND courses (3.00 for RN-MS).
- 4) Submission of copy of a current, unencumbered RN license.
- 5) Completion of the following courses with a grade of "C" or better (exceptions can be made on an individual basis).

English Composition 110 and 120 or 125

Introduction to Psychology

Introduction to Sociology, Social Problems, or Cultural Anthropology

Developmental Psychology

Anatomy

Physiology

General Nutrition

Statistics

Microbiology

Pharmacology (RN-BSN only)

Students will be notified by mail of their acceptance.

Some states or agencies require background checks or drug testing on students before they can participate in clinical experiences. The College of Nursing reserves the right to require background checks on students at any time. If the result of the check renders the student ineligible to complete the nursing courses, the student may be subject to dismissal from the program.

Admissions will continue each academic year until part time equivalency (PTE) spots are filled.

RN students who are admitted into the Nursing program should contact their advisor to discuss placement in needed clinical courses. Course placement is on a first come – first serve basis.

This sequence reflects the nursing coursework remaining for most RN/BSN option students after transfer of A.D. nursing credit or successful completion of the NLN Mobility II Exams. Thirty semester credits of UND nursing coursework are required. Other general education and required non-nursing courses must be scheduled as necessary to meet graduation requirements. All support courses and challenge exams must be completed prior to beginning nursing courses.

FALL SEMESTER

Nurs 302 Pathophysiology	3 cr.
Nurs 350 Nursing in Transition	3 cr.
Nurs 490 Transcultural Health Care	3 cr.
Nurs 474 Professional Development II	5 cr.

SPRING SEMESTER

Nurs 282 Health Promotion	2 cr.
Nurs 326 Research Evidence for Practicee	2 cr.

SUMMER TERM

Nurs 324 Public Health Nursing	2 cr.
Nurs 374 Public Health Nursing Clinical	2 cr.

ELECTIVE NURSING COURSES

A minimum of six credits are to be chosen from the courses listed below. The six credits must include at east three credits of a course with a clinical component. Nurs 394 Independent Study and Nurs 499 Senior Honors can be designed to include clinical components. Nurs 473 Multisystem Complex Adult Health contains a 2 credit clinical component..

Nurs 284 Functional Changes in Agine	1 cr.
Nurs 322 Nursing Care of Diverse Families	3 cr.
Nurs 394 Independent Study	1-10 cr. (May include clinical)
Nurs 400 Special Topics	2-3 cr.
Nurs 473 Multisystem Complex AH	4 cr. (2 theory/2 clinical)
Nurs 425 Nursing Practicum Theory	2 cr.
Nurs 475 Nursing Practicum Clinical	1-4 cr.
Nurs 472 Psych/Mental Health Nursing	4 cr.(2 theory/2 clinical)
Nurs 489 Senior Honors	6-15 cr. (may include clinical).
Nurs 401/501 Complementary Therapies	3 cr.
Nurs 420 Interprofessional Health Care	1 cr.
Nurs 476 Complex Child Bearing Family	2 cr. (1.5 theory/1.5 clinical)

LICENSING POLICY FOR STUDENTS LICENSED THROUGH A STATE BOARD OF NURSING

Policy #211

1. Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) applying to the College of Nursing must have a current license in good standing. While it is preferred that a license be in good standing for admission, exceptions may be made on an individual basis. However, students with an encumbered license may be admitted to clinical nursing courses contingent upon the nature of the encumbrance and College of Nursing resources to supervise these students.
2. Should a RN or LPN's license become encumbered, suspended, or revoked while enrolled in the College of Nursing, that student may be barred from clinical nursing courses contingent upon the nature of the encumbrance and College of Nursing resources to supervise these students.
3. All RN & LPN Students must maintain a current license on file at the College of Nursing. It is the student's responsibility to inform the College of Nursing of any change in the state of her/his license by submitting a copy of the Board Order to the Associate Dean. Those students who do not will be subject to disciplinary action.
4. The Associate Dean will inform the appropriate Department Chairperson of the change in license status of the student. The Department Chairperson will determine, in consultation with the Associate Dean and appropriate faculty, whether or not the student may enroll, or continue enrollment in a clinical course.

PLACEMENT OF OUT OF SEQUENCE STUDENTS

POLICY #212

Upon admission, basic and advanced placement students begin the sequential curriculum. They automatically are placed in the next appropriate course each semester.

4. If the student delays continuing in the nursing curriculum (i.e., dropping of nursing courses, or Leave of Absence*) while maintaining UND enrollment, that student will need to request that the Admissions and Records Associate to have their name placed on a waiting list to take the appropriate course or courses and continue in the sequential nursing curriculum in a later semester.
5. If the student plans to withdraw from UND, that student will need to complete a College of Nursing Leave of Absence* in addition to their UND Withdrawal Report Form and will need to request that the Admissions and Records Associate place their name on a waiting list to take the appropriate course or courses and continue in the sequential nursing curriculum in a later semester. Course placement for students who have withdrawn or had Leave of Absences is on a first-come first-serve basis as space allows.
6. If more than one student needs to repeat a specific course due to failure (i.e. D or F grade), ranking of these students for the purpose of placement will be done based on overall GPA. In the event of a tie, the UND Nursing GPA will be used. Leave of Absences and withdrawals take precedence over repeaters.
4. All unresolved issues will be decided by the Dean.

*Leave of Absence for first semester nursing students are by special permission only (see Leave of Absence policy).

Computer Hardware:

A full service computer lab is available for student use in the Nursing building. In addition to that, however, students must have access to a computer that has the following minimum configuration. Please note that it is recommended that students purchase or run a computer with the highest options available. This list is the **BARE MINIMUM**.

- Macintosh computers are NOT supported by the College of Nursing
- Processor: 2.5GHz or more is recommended
- RAM: 1GB or more is recommended
- Disk: 80 GB or more to accommodate the software
- CD-RW/DVD Combo Drive (or dual)
- 17" Monitor, CRT or Flat Panel
- 32 MB Video Card
- Sound Card & Speakers
- Headset w/microphone is needed for certain courses
- 10/100 BASE-T Ethernet Card – for Broadband Access
- High-Speed Internet Access (DSL or Cable) – Wireless only is **NOT** recommended
- Operating System: Windows XP
- For distance students who have courses who use Breeze it is required that you have a web camera.

DELL does offer student discounts to the College of Nursing students. You can find bundle pricing at <http://www.dell.com/und> Also refer to WWW sources such as [ZDnet](#) or [Cnet](#) for the most current hardware reviews and buying tips.

Computer Software: The following set of software packages is required:

- **MS Office XP or later:** Students can purchase the Microsoft Office suite software from UND. Information can be found at: <http://www.und.edu/dept/undsoftware/students.htm>
- **Anti-Virus Software:** McAfee Anti-Virus software for Windows computers is available at no cost to all students and can be downloaded from the University website. Instructions can be found for downloading at: <http://www.und.nodak.edu/dept/undhelp/downloads/softwaredownload.htm>
- **Email:** All students are required to use a University email account (umail) (please refer to the following policy for more information: http://itss.und.edu/StudentEmailPolicy_Memo.html) Information on how to activate your account and access your email account can be found at: <http://www.und.edu/dept/itss/email.html>
- **Internet browser:** Microsoft Internet Explorer 6.0 SP2 or Mozilla FireFox **Note:** While most Web browsers should work, students report fewer problems with Internet Explorer.
- **Plugins:** Other software may be required for particular courses such as Real Player, Adobe Acrobat Reader, Macromedia Flash Player, QuickTime, etc. Many of these free downloads are available at the companies' websites.

All software must be installed and operational one week before classes begin.

Internet Connectivity:

- Students will need access to the Internet in order to connect to their UND courses.
- Students should sign up with an Internet Service Provider (ISP) immediately after being accepted to the program. **Note:** Students find that certain ISPs including America Online (AOL) and free ISPs that display ads are less usable for online courses.