

**UND** The University of  
North Dakota

***COLLEGE OF NURSING***



***UNDERGRADUATE NURSING  
STUDENT HANDBOOK  
2006-2007***

***UNIVERSITY OF NORTH DAKOTA  
COLLEGE OF NURSING  
STUDENT HANDBOOK  
2006-2007***

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).

*University of North Dakota*  
*College of Nursing*

*Personal Copy*  
*of*

You are responsible for the contents  
of this Handbook

The College of Nursing Learning Resource Center (LRC) has a copy of the CON Policy and Procedure Manual. Policies and Procedures are revised/updated during the academic year. Please refer to the manual in the LRC.

**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), Rooms 101, 103, 103E, 105, & 107  
 Student Lounge with various snack/pop machines, microwave, hot drinks  
 Telephone, no charge for local calls  
 Two large classrooms  
 Two Offices (104, 106)  
 Information Directory for Administration, Faculty, and Staff (next to elevator)  
 Photocopy Machine  
 Scholarship Information  
 Bulletin Boards for announcements (refer to section in Handbook)  
 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  
 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)  
**Associate Dean for Graduate Studies:** Dr. Ginny Guido (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)  
**Director, of the RAIN Program:** Debra Wilson (Room 344, 777-4519)  
**Business Officer:** Suzanne Gandrud (Room 362, 777-4516)

## ESSENTIAL DOCUMENTS

Included in the Handbook are the College Mission Statement, Nursing Philosophy, and Baccalaureate Nursing Program Objectives. Also included are some policies and information that will be useful to you during your educational experiences. The use of this handbook will make life easier so **SAVE IT AND USE IT**.

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

**College of Nursing Policies and Procedures Manual**. This manual is available on the College of Nursing web pages and is on reserve in the Learning Resource Center. It details policies and procedures in use at the College of Nursing.

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

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

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

**American Nurses Association Code of Ethics**. This is available at the University Bookstore and Library of the Health Sciences.

**Publication Manual of the American Psychological Association (APA)**. Available at the University Bookstore and Library of the Health Sciences. It is required for most nursing courses.

## **VISION STATEMENT**

The University of North Dakota College of Nursing will be a premier provider of nursing and nutrition education in the Upper Great Plains region emphasizing:

- Integration of research, teaching, practice and service to meet the needs of the populations of our region
- Development of critical thinking and intellectual inquiry
- Education in a caring and culturally inclusive environment
- Nurturance of leadership and professional qualities among its students and faculty

## **MISSION STATEMENT**

The mission of the College of Nursing is to educate individuals for professional roles in nursing and nutrition. The College 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 promote, protect, maintain and restore the health of individuals, families, and communities, or support the process of dying with dignity. Critical thinking, effective communication and competent practice are skills which nurses bring to the multidisciplinary health care 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 and information management. Coursework enhances personal and professional skills, promotes lifelong learning, clinical leadership, and research -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.

**BACCALAUREATE NURSING PROGRAM OBJECTIVES:**

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 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.

# UND COLLEGE OF NURSING CURRICULUM - FALL ADMISSION

## PRE - NURSING

### 1st Semester - Fall

*English 110 Composition	3 cr.
* @ Chemistry 115 & 115L	4 cr.
*Psychology 111	3 cr.
**Humanities/Electives	<u>6 cr.</u>
	16 cr.

### 2nd Semester - SPRING

English 120/125 Composition	3 cr.
* @ Chemistry 116 & 116L Organ/Biochem	4 cr.
*Anatomy 204 & 204L	5 cr.
*Soc 110, 115 or Anth 171	3 cr.
**Humanities	<u>3 cr.</u>
	18 cr.

## NURSING

☞ **Students should note that the nursing curriculum is sequenced to build on one another over six semesters. Careful attention should be paid to pre- and co-requisites. Each semester is to be completed in its entirety before progressing to the next semester. Non-nursing courses may be taken ahead of schedule if possible. 129 semester credits are required for graduation. See UND catalog for GER requirements.**

### 1st Semester - FALL (Soph 1)

#Nurs 233 Nurs & Prof	1 cr.
Nurs 280 Intro to Clinical & Lab	3 cr.
Nurs 360 Health Assessment & Lab	3 cr.
Microbiology 202/202L ( <i>Fall only</i> )	5 cr.
PPT 301 Physiology	<u>4 cr.</u>
	16 cr.

### 2nd Semester - SPRING (Soph 2)

#Nurs 230 Personal & Group	2 cr.
Nurs 288 Intro Adult Hlth & Clin	4 cr.
PPT 315 Pharmacology ( <i>spring only</i> )	3 cr.
Psyc 250 Developmental Psych	4 cr.
Nutrition 240	3 cr.
**Humanities/Electives	<u>3 cr.</u>
	19 cr.

### 3rd Semester - FALL (Jr 1)

N&D320 Nutr Interventions	1 cr.
Nurs 328 Adult Health Nurs	4 cr.
Nurs 382 Adult Hlth Clinical & Lab	4 cr.
Nurs 383 Childbearing I & Clin	2 cr.
Nurs 384 Child Health I & Clin	2 cr.
Psyc 270 Abnormal Psych	3 cr.
Electives	<u>2 cr.</u>
	18 cr.

### 4th Semester - SPRING (Jr 2)

Nurs 385 Childbearing II & Clin	2 cr.
Nurs 386 Child Health II & Clin	2 cr.
Nurs 387 Family in Community & Clin	3 cr.
Nurs 392 Nursing Research	3 cr.
Statistics (Soc 326, Psyc 241, or Econ 210)	3 cr.
**Humanities/Electives	<u>3 cr.</u>
	16 cr.

### 5th Semester - FALL (Se 1)

Nurs 448 Comm Hlth Lect	3 cr.
Nurs 484 Comm Hlth Clin	3 cr.
Nurs 478 Ldrshp/Mgmt Thry	3 cr.
Nurs 481 Multisys Complex AH & Clin	<u>4 cr.</u>
	13 cr.

### 6th Semester - SPRING (Se 2)

Nurs 440 Trends in Nurs	2 cr.
Nurs 483 Mental Health & Clin	4 cr.
Nurs 488 Nsg Practicum Theory	2 cr.
Nurs 498 Practicum	4 cr.
Nurs 420 Interprofessional Health Care	<u>1 cr.</u>
	13 cr.

\* **Need to complete prior to admission to the College of Nursing.**

@ **Alternate sequence of Chemistry 121/121L, 122/122L, Biol 150/150L & Biol 151/151L is acceptable.**

\*\* **129 hours are required for graduation including 9 hours of Arts/Humanities in two departments and approximately 9 elective credits. Three credits of a designated World Culture course must also be included.**

# **Nursing course available to students prior to admission to the College of Nursing & serve as a Communication G.E.R. course.**

# UND COLLEGE OF NURSING CURRICULUM - ❀ SPRING ADMISSION ❀

## PRE - NURSING

Students admitted to start their nursing courses in the Spring semester must follow the Fall admission course sequence for pre-nursing courses. (See reverse side). In addition Physiology 301 must be completed prior to starting nursing courses.

## NURSING

❀ Students should note that the nursing curriculum is sequenced to build on one another over six semesters. Careful attention should be paid to pre- and co-requisites. Each semester is to be completed in its entirety before progressing to the next semester. Non-nursing courses may be taken ahead of schedule if possible. 129 semester credits are required for graduation. See UND catalog for GER requirements.

<b><u>1st Semester - SPRING</u></b> (Soph 1)		<b><u>2nd Semester - FALL</u></b> (Soph 2)	
#Nurs 233 Nurs & Prof	1 cr.	#Nurs 230 Personal & Group	2 cr.
Nurs 280 Intro to Clinical & Lab	3 cr.	Nurs 288 Intro Adult Hlth & Clin	4 cr.
Nurs 360 Health Assessment & Lab	3 cr.	Microbiology 202/202L ( <i>Fall only</i> )	5 cr.
PPT 315 Pharmacology ( <i>spring only</i> )	3 cr.	Nutrition 240	3 cr.
Psyc 250 Developmental Psych	4 cr.	**Humanities/Electives	<u>3 cr.</u>
**Humanities/Electives	<u>3 cr.</u>		17 cr.
	17 cr.		
<b><u>3rd Semester SPRING</u></b> (Jr 1)		<b><u>4th Semester - FALL</u></b> (Jr 2)	
N&D320 Nutr Interventions	1 cr.	Nurs 385 Childbearing II & Clin	2 cr.
Nurs 328 Adult Health Nurs	4 cr.	Nurs 386 Child Health II & Clin	2 cr.
Nurs 382 Adult Hlth Clinical & Lab	4 cr.	Nurs 387 Family in Community & Clin	3 cr.
Nurs 383 Childbearing I & Clin	2 cr.	Nurs 392 Nursing Research	3 cr.
Nurs 384 Child Health I & Clin	2 cr.	Statistics (Soc 326, Psyc 241, or Econ 210)	3 cr.
Psyc 270 Abnormal Psych	3 cr.	**Humanities/Electives	<u>3 cr.</u>
Electives	<u>2 cr.</u>		16 cr.
	18 cr.		
<b><u>5th Semester - SPRING</u></b> (Se 1)		<b><u>6th Semester - FALL</u></b> (Se 2)	
Nurs 448 Comm Hlth Lect	3 cr.	Nurs 440 Trends in Nurs	2 cr.
Nurs 484 Comm Hlth Clin	3 cr.	Nurs 483 Mental Health & Clin	4 cr.
Nurs 478 Ldrshp/Mgmt Thry	3 cr.	Nurs 488 Nsg Practicum Theory	2 cr.
Nurs 481 Multisys Complex AH & Clin	<u>4 cr.</u>	Nurs 498 Practicum	4 cr.
	13 cr.	Nurs 420 Interprofessional Health Care	<u>1 cr.</u>
			13 cr.

\* Need to complete prior to admission to the College of Nursing.

@ Alternate sequence of Chemistry 121/121L, 122/122L, Biol 150/150L & Biol 151/151L is acceptable.

\*\* 129 hours are required for graduation including 9 hours of Arts/Humanities in two departments and approximately 9 elective credits. Three credits of a designated World Culture course must also be included.

# Nursing course available to students prior to admission to the College of Nursing & serve as a Communication G.E.R. course.

**UNIVERSITY OF NORTH DAKOTA COLLEGE OF NURSING**  
**PRE- NURSING CURRICULUM**

1st Semester - Fall	2nd Semester - Spring	3rd Semester - Fall
* Engl 110 Comp 3	* <b>Engl 120/125 Comp</b> 3	# Mbio 202/202L ( <i>Fall only</i> ) 5
* Chem 115 or 121 & Lab 4	* <b>Chem 116/Lab Org/Bio Chem</b> 4	# PPT 301 Human Physiology 4
* <b>Psyc 111</b> 3	* <b>Anat 204 &amp; Lab Anatomy</b> 5	# Nutr 240 Fund of Nutrition 3
* <b>Soc110, 115, or Anth 171</b> 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
<b>Credits 16</b>	<b>Credits 19/18</b>	<b>Credits 19/18</b>

\* Must be completed by Aug 15 (Spring) or Feb 1 (Fall) for Nursing application; # 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 Chemistry 122/122L, Biol 150/150L & Biol 151/151L is acceptable in place of Chem 116 & lab.

**NURSING CURRICULUM**

Documentation of current **CNA** certification (**Certified Nursing Assistant**) & **CPR** certification are required upon admission to the Nursing Program. 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).

**SPRING ADMISSION TO NURSING**

*(July 1 – application deadline)*

**Semester One - SPRING**

PPT 315 Human Pharmacology ( <i>on campus spring 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 - FALL**

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

**Semester credits 17**

**Semester Three - SPRING**

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 - FALL**

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**

**Semester Five - SPRING**

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

**Semester credits 14**

*Total Credits 129*

**FALL ADMISSION TO NURSING**

*(February 1 – application deadline)*

**EXTRA Semester - SPRING**

PPT 315 Human Pharmacology ( <i>on campus spring or online</i> )	3
Arts/Humanities	3
Arts/Humanities	3
Elective	2

**Semester credits 11**

**Semester One - FALL**

Nurs 282 Health Promotion	2
Nurs 284 Functional Changes in Aging	2
Nurs 289 Professional Development	2
Nurs 302 Pathophysiology	3
Nurs 303 Assessment Across Life Span	4

**Semester credits 13**

**Semester Two - SPRING**

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

**Semester credits 14**

**Semester Three - FALL**

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

**Semester credits 13**

**Semester Four - SPRING**

Nurs 471 Child Health Nursing	3
Nurs 472 Psyc/Mental Health Nursing	4
Nurs 473 Multisystem Complex Adult Health	4

**Semester credits 11**

**Semester Five - FALL**

Nurs 474 Professional Development II	5
Nurs 425 Practicum Theory	2
Nurs 475 Practicum	4
Nurs 476 Complex Childbearing Family	2
Nurs 420 Interprofessional Health Care	1

**Semester credits 14**

*Total Credits 129*

## STUDENT INFORMATION

### ACCESS OF INFORMATION:

In accord with the University Policy (Code of Student Life, 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, and graduate nursing graduates. To carry out that responsibility, the College has established the following policies:

#### **Directory Information**

- A. Directory information is information concerning a student that may be released publicly. It includes the following: name (all names on record); address (all addresses on record); e-mail address (all electronic addresses on record); phone number (all phone numbers on record); height, weight, and photos of athletic team members; date of birth; major field of study (all declared majors); minor field of study (all declared minors); class level; dates of attendance; enrollment status; names of previous institutions attended; participation in officially recognized activities and sports; honors/awards received; degrees earned (all degrees earned); date degree earned (dates of all degrees earned); and photographic, video, or electronic images of students taken and maintained by the institution.
- B. Under the Family Educational Rights and Privacy Act, students have the right to request directory information not to be made public by notifying the Office of the Registrar. The CampusConnection permits students to restrict release of any or all of the directory information by logging into the student's account during the first ten days of the term. Students should be aware that information might be collected for use in publications in advance of printing. In order to effectively suppress release of directory information, students must restrict their directory information by the tenth day of the term and not reverse that restriction during the term. Students may also personally contact the Office of the Registrar for assistance in completing this process.

The University receives many inquiries for 'directory information' from a variety of sources including, but not limited to, prospective employers, other colleges and universities, graduate schools, licensing agencies, government agencies, news media, parents, friends, and relatives. Students should consider very carefully the consequences of their decision to withhold release of any or all directory information items. Campuses have no responsibility to contact students for subsequent permission to release directory information after it is restricted. The University will honor student requests to withhold directory information until the student specifically and officially requests to lift these restrictions. Students may reverse existing directory restrictions by logging into the CampusConnection account during the first ten days of the term or by submitting a written request to the Office of the Registrar.

#### **Educational Records**

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 108. 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.**

## **COLLEGE OF NURSING INFO BRIEF**

The College of Nursing publishes the CON Info Brief annually at the beginning of each academic year. The publication is full of information which will be helpful for pre-nursing and nursing students throughout the nursing curriculum. The CON Info Brief is emailed to all pre-nursing and nursing students approximately 2 - 3 weeks before the start of classes ....so, watch for it before heading off to college.

## **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 COLLEGE of NURSING**

*Special Financial Needs of Nurisng 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)	85-140
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	36.00
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)	120.00
White Shoes	60.00
*Health Insurance (Student Health)	
TB Test	5.00
CPR Re-certification	20-30
Transportation Clinicals (30 mils/wk @ .31/mile x 32 wks)	297.60
Background Check (Beg Fall '07)	40-60

**Public Health (16 weeks)**

Transportation (30 miles/wk @ .31/mile x 15 wks)	139.50
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**\*Student Health Insurance Annual Rates**

Student	695.00
Student & Spouse	3,125.00
Student & Child	2,435.00
Student, Spouse & Child	4,865.00

**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 @ .31/mile x 8 wks	37.20
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**Multi System (16 weeks)**

Transportation 4 miles/wk @ .31/mile x 8 wks	9.92
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**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 @ .31 Mile x 6 wks)	93.00
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**NOTE****All Prices Quoted June 28, 2006**

#Transpiration cost vary with site selected because costs are based on actual round trip mileage x .31/mile.

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

**ATTENDANCE:**

Students are encouraged to attend all regularly scheduled classes 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.

**STUDENT ATTENDANCE AT WORKSHOPS:**

Students may be required to attend workshops pertinent to the course in which they are enrolled and that are 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 RESTRICTIONS:**

Background checks will be required annually of all students as of Fall '07 and later. 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.

**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. Tutorial is available on computers in LRC.

**RETENTION OF STUDENT EXAMINATIONS AND GRADED COURSE MATERIALS:**

Tests are to be kept in the instructor's possession at least one semester after completion of a nursing course. After that period of time, tests may be shredded.

**PROFESSIONAL APPEARANCE & EQUIPMENT REQUIREMENTS:**

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

Equipment: A stethoscope with a bell, sphygmomanometer, bandage scissors, and a pen light may be purchased through the Nursing Student Association prior to each semester or a medical supply store.

Uniform: The College of Nursing uniform is a Cherokee brand hunter green scrubs outfit of appropriate professional appearance; exceptions to this style may be made by the clinical instructor (exceptions in keeping with the policy of the agency in which the uniform is

worn). The CON insignia is to be sewn on the left sleeve, three finger-widths below the acromion process and may be purchased at the UND Bookstore. The uniform must be clean and well fitting.

Lab Coat: A clean white lab coat in place of the uniform can be worn for collecting data when not on a scheduled clinical.

Name Badge: The picture ID is to be worn on the uniform (or lab coat) at all times. The name badge must include the student's first and last name followed by "S.N., University of North Dakota". The badge will be purchased at the UND Passport Office.

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. The pin may be worn on the sweater.

Shoes/  
Hose: Shoes are to be clean, white, polished, well supporting with clean laces. Socks shall be white if agency policy requires.

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 other areas visible other than the earlobe is not allowed.

Personal Grooming: Personal cleanliness is essential. Moderate use of makeup is acceptable. Nails must be clean, well trimmed, smooth and fairly short. Natural color polish may be worn if not chipped or cracked. Gum chewing clinical areas is not permitted. Fragrance products such as perfumes, lotions, aftershave, hair spray, etc. are not allowed.

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

### **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 make appointments to see them.

### **NOTICES PLACED ON WINDOWS:**

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, by the person who posted it, within one day of the activity. All other materials placed on the windows will be removed.

**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.

**CHEMICAL IMPAIRMENT POLICY****Policy:**

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 is 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 abuse.
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.

**ALCOHOL AND UND**

The University of North Dakota is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students. It is also committed to the safety and welfare of all members of the University community, including a healthy learning environment and respect of the law. This aspiration is threatened by illegal and high risk drinking. Although the University's alcohol policy is clearly stated in the Code of Student Life, there may be need for clarification.

**EXPECTATIONS**Students

The University of North Dakota is concerned about the safety and academic success of students and all members of the campus community. We affirm that we will adhere to federal, state and local laws and by University policies and regulations as outlined in Section 2 in the Code of Student Life with respect to alcohol. The consumption of alcohol by underage students and the abuse and misuse of alcohol and related high risk behavior will not be tolerated.

**PARENTAL NOTIFICATION**

The University has a responsibility to help students whenever University personnel believe the student is in need of assistance. This responsibility extends to "notification of parents" which is permitted under 1998

Amendments to the Family Education Rights and Privacy Act (FERPA). There, Parental Notification may occur at the University of North Dakota after the second offense or after any serious offense where alcohol is involved e.g. assault, DUI, destruction of property, etc.

### **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 strict 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 students medical file.

### **Outcomes:**

1. Students unable to make appropriate professional judgements, 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 Nursing 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 videodiscs, computer assisted instruction, and CD roms. The LRC provides an area where nursing skills are taught, practiced, evaluated, and tested in preparation for students' classroom teaching with hands-on training in nursing skills.

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.

**TELEPHONE:**

There is a telephone located on first floor. There is no charge for the use of it except for long distance calls, then students must use their own personal credit card.

**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, on next page, for the appropriate appeal source.

**UNDERGRADUATE ACADEMIC PETITION MATRIX  
JURISDICTION OF COLLEGE OF NURSING**

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

Petitions/Appeals	Form to use	Advisor	Instructor	Dept Chair	Student Dean	Course Dean	Student Concerns	Special Appeal Board
#Have a similar, but differently named, course constitute a repeat of a previous course	Admin Procedure Form	1	2	3	NA	4	NA	NA
#Change a grade misrecorded in a course	Change grade Form	NA	1	NA	NA	2	A	NA
#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)	Registration Action Form	1	2	NA	NA	3	NA	A
Petition to waive CON requirements, i.e., admission & /or progression requirements	CON Petition Form	1	2	NA	4	NA	3	A
Taking nursing course out of sequence or prior to admission	CON Petition Form	1	2	3	NA	NA	NA	NA
Waive up to one credit of one general education requirement	CON Petition Form	1	NA	NA	2	NA	NA	A
Evaluate a nursing course syllabus from another school for possible transfer credit	Transfer of Nursing Credit Request	NA	1	2	NA	NA	NA	NA
Petition to waive graduation requirements	CON Petition as appropriate	1			2			

**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 (National Council of State Boards of Nursing, 1999). However, it is recognized that degrees of ability vary widely among individuals. Individuals are expected to discuss questions about abilities with the Director of Student & Alumni Affairs.

The policy, Functional Ability Requirements for Undergraduate Nursing Students, can be accessed on the College of Nursing web site at <http://www.und.nodak.edu/dept/nursing/bsn/functionalability.htm>. The actual list of Common Activities/Tasks Required in the Nursing Profession is available at <http://www.und.nodak.edu/dept/nursing/bsn/commonactiv.htm>. 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.

National Council of State Boards of Nursing (1999). *Guidelines for using results of functional abilities studies and other resources*. Chicago, IL: Author.

**REQUIRED STUDENT VERIFICATIONS**

**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
- Cardio-Pulmonary Resuscitation Certification (CPR)
- Immunizations: Measles/Mumps/Rubella/Chicken Pox/Hepatitis B/Hepatitis B Titer

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.

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.

## **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.

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 student 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.

The potential for occupational exposure to human blood and other potentially infectious material exists. A prophylactic vaccine is available to prevent Hepatitis B, a blood born pathogen. Vaccination is mandatory for all students attending clinical courses at the CON. The cost of the vaccine is to be borne by the student as is any cost related to post-exposure follow-up. If the student chooses not to receive the vaccine, a statement of declination will be required. A titer is required within 2-3 months of completion of the Hepatitis B series, (3 injections). This cost is also that of the student.

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.

## SPECIAL EDUCATIONAL OPTIONS

### COOPERATIVE EDUCATION:

- a. Enrolled in College of Nursing.
- b. Complete 33 academic semester hours of credit and have completed Nursing N288, Introduction to Adult Health or Nursing 371, Adult Nursing Care I, or equivalent with a grade of C or above.
- c. Cumulative and Nursing GPA 2.5 or higher.
- d. Complete all required immunizations. CPR must also be current.
- e. Approval from Nursing Cooperative Education Coordinator.\*
- f. File at Cooperative Education Department, McCannel Hall.

The student may enroll in one or two credits per semester.

The ratio of credit hours to work is 1:8-20 ( 1 credit/8-20 hours work/week for 15 weeks)

Grading for the course is S/U.

The student enrolled in the Co-op experience must have maintained the GPA required for the College of Nursing admission and progression.

The Co-op course is placed in the Department of Practice and 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.

### N394 Independent Study Guidelines

#### 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.

### **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.

### **DOUBLE MAJOR: NURSING AND HONORS**

#### **Purpose:**

The purpose of the Senior Honors Program within the College of Nursing is consistent with what is outlined in the UND Undergraduate & 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 & graduate academic catalog for more information.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

### **College of Nursing Spring Awards Banquet:**

The Awards Banquet is an annual event planned by a committee composed of student representatives of NSA, Student Council, ONGS, Pre-Nursing, RAIN, Distant students, LPN/RN/BSN Option students, advisors of organizations, and staff of the College. The committee selects a student(s) to serve as chair/co-chair of the event and students also serve as Master/Mistress of Ceremonies at the banquet. Planning meetings start in January, so watch the Bulletin Board on first floor of the CON for notices regarding committee membership/individuals to contact. Creative ideas for entertainment as well as themes are always welcome. College of Nursing scholarships and awards, hospital awards, and other honors are presented to recipients at this banquet. Scholarship donors are invited to present their award to the recipient(s). Guests are welcome to this night of fun. It is a great time to recognize individual students for their accomplishments. Watch the Bulletin Boards on first floor as for when tickets for the banquet go on sale. Do plan to attend.

### **College of Nursing Fall Picnic:**

The annual CON fall picnic will be held for everyone, including faculty, staff, pre-nursing, nursing students, and administration. The picnic will be held at University Park, on the first Monday of Fall classes at 5:00 pm; watch for signs posted at the College of Nursing.

### **College of Nursing Senior Pinning Ceremony:**

The Pinning Ceremony has a long tradition in schools of nursing. It is at this ceremony that the Dean awards the College pin that identifies you as a graduate of the University of North Dakota College of Nursing. Each graduating class plans their own ceremony with an advisor for guidance. It is usually held the day before graduation. This ceremony is a special time for the graduating class to celebrate together.

### **Convocation:**

A nursing convocation will be held during the Spring semester. This enriching event is expected to be attended by nurses from across the region with many agencies represented. Student attendance is required.

### **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 include: selling popcorn at the Student Union, creating a Homecoming float, taking part in the annual Fall Picnic and Spring Banquet. Fund raisers in the past have contributed to the purchasing of a microwave 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.

## **TRANSPORTATION POLICY**

### **A. TRANSPORTATION OF CLIENTS:**

Students and faculty in the CON shall not transport clients in personal or state fleet vehicles. The University of North Dakota College of Nursing assumes no liability coverage in the event of accidents. If clients are transported in violation of this policy, UND/CON assumes no responsibility.

### **B. TRANSPORTATION OF STUDENTS:**

Students are responsible for their own transportation related to clinical experiences. Students and faculty may drive and transport other students in University vehicles if they have a valid driver's license and if the trip is approved by faculty, advisor, or Department head and scheduled with the Transportation Department.

### **C. AIR/GROUND PATIENT TRANSPORT:**

Students are not required to go on air/ground patient transports in any clinical course. If a student has the opportunity to go on a transport and wishes to do so, they go at their own risk. Neither the University nor the College of Nursing assumes any liability coverage in the event of injuries as a result of accidents.

A Waiver for Air/Ground Patient Transport form must be signed, and given to the respective faculty member for placement in the students academic file, prior to 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.

### **Awards from the 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, note any comments, and assign a "grade" to the various essays of 1 – 15.
6. The DSAA convenes the Awards Sub-committee to select the recipients for all awards based on the stated criteria for the scholarship the 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 reviews the list and notifies the College of Nursing of any changes needed. 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. The exception to this is the Altru Alliance Scholarship - that is awarded directly by the Altru Alliance.
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 with a certificate at the College of Nursing Banquet. They will be invited to sit with the donor representative of the award if that person is present at the banquet.
13. All names of the recipients of awards are submitted to Student Concerns Chairperson for the annual report, and to the Alumni and Development Coordinator for press releases.

**ALTRU AUXILIARY SCHOLARSHIP**

This scholarship was initiated in the year 2000 by the Altru Hospital Auxiliary (now 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:** Four to eight scholarships annually, based on availability of funds and areas of need of the Altru Health Care System, \$1,000-\$2,500 each.

**CRITERIA AT TIME OF APPLICATION:**

1. Must be an admitted nursing student
2. Enrolled in nine (9) or more credits.
3. Cumulative GPA of 3.0 or above.
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 describing your volunteer efforts and involvement in organizations.
3. Attach two letters of reference.

**BERTHA BECK SCHOLARSHIP**

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 \$200

**CRITERIA:**

1. Junior in Nursing.
2. Enrolled in nine (9) or more credits.
3. Cumulative GPA of 3.0 or above.
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.

**CLENORA EVANGELINE ANDERSON BERGE SCHOLARSHIP**

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 McVile, 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 Pugalley, 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.
2. Enrolled in nine or more credits.
3. Cumulative GPA 3.5.
4. Must be a professed Christian.
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 in March 1, in Room 302 - College of Nursing Information Center).

1. Complete a College of Nursing Scholarship application form.

**HAZEL B. BERVE SCHOLARSHIP**

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 students who have financial needs.

**AWARD:** One scholarship annually, approximately \$600-\$800.

**CRITERIA:**

1. Male student - junior or senior nursing student.
2. Enrolled in 9 or more credits.
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.

**ISABELLE R. BRATHOVDE SCHOLARSHIP**

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 \$500

**CRITERIA:**

1. Second semester Sophomore in nursing.
2. Enrolled in nine (9) or more credits.
3. Cumulative and Nursing 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 Scholarship Application form.

**RUTH BURRAGE SCHOLARSHIP**

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. She currently resides in Grand Forks.

**AWARD:** One scholarship annually, approximately \$250

**CRITERIA:**

1. Junior in Nursing.
2. Enrolled in nine (9) or more credits.
3. Cumulative GPA of 3.3 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).
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.

**ROBERT C. CAMPBELL SCHOLARSHIP**

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 settle 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.

AWARD: One scholarship annually, approximately \$500

CRITERIA:

1. Senior in Nursing graduating in May.
2. Enrolled in nine (9) or more credits.
3. Cumulative and Nursing GPA of 3.3 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 Scholarship Application form.

**THE WILLIAM AND LUCY CHURCHILL MEMORIAL ENDOWMENT SCHOLARSHIP**

This scholarship was established 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 (odd) year, approximately \$500.

**CRITERIA:**

1. Admitted Nursing Student
2. Potential to succeed in nursing
3. Cumulative and Nursing GPA of 3.3 or above.
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.

**KATHRYN GRIFFITH SCHOLARSHIP**

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 \$500 each

**CRITERIA:**

1. Junior in nursing.
2. Enrolled in nine (9) or more credits.
3. Cumulative and Nursing GPA of 3.0 or above.
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.

## **DOROTHY HALCROW SCHOLARSHIP**

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 \$650 to \$2,250.

**CRITERIA:**

1. Open to anyone who has been admitted to the College of Nursing.
2. Enrolled in 6 or more credits.
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.

**MARGARET HEYSE SCHOLARSHIP**

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 \$500.

**CRITERIA:**

1. Sophomore (second semester) or Junior in Nursing.
2. Enrolled in nine (9) or more credits.
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 Scholarship Application form.

**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.
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.

**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.

## CLARA LYBECK SCHOLARSHIP

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 \$450 each

CRITERIA:

1. Junior in Nursing.
2. Enrolled in nine (9) or more credits.
3. Cumulative and Nursing GPA of 3.3 or above.
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.

**HILDA LYBECK FLYNN MEMORIAL SCHOLARSHIP**

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 \$259 - \$400

**CRITERIA:**

1. Second semester sophomore.
2. Demonstrate professional dedication.
3. Cumulative and Nursing GPA of 3.3 or above.
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.

**GRACE SORLIE AND STELLA MANN SCHOLARSHIP**

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:** One scholarship annually, approximately \$500.

**CRITERIA:**

1. Open to anyone who has been admitted to the College of Nursing.
2. Enrolled in 9 or more credits.
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 Scholarship Application form.

**ERIC & HELYN MORRISON MEMORIAL SCHOLARSHIP**

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.

## **MARGRETE RASMUSSEN SCHOLARSHIP**

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.

**GEORGE AND EDNA WARD NURSING SCHOLARSHIP ENDOWMENT**

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.

**FAYE J. WEIR NURSING SCHOLARSHIP ENDOWMENT**

This scholarship was initiated in the year 2002 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 AT TIME OF APPLICATION:**

1. Must be a junior or senior in the nursing program
2. Enrolled in nine (9) or more credits.
3. Cumulative GPA of 3.0 or above.
4. Of high moral character and identified as high achieving students.
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. In selecting a recipient for this scholarship, special attention will be paid to the response to the following question on the application form: "Describe how 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.

**ADMISSION AND PROGRESSION - FOR STUDENT ADMITTED FALL 1999 - SPRING 2006****ADMISSION**

1. Completion of 24 semester hours.
2. These 24 semester hours must include the following courses or equivalents. A letter grade of a C or better; must be obtained in the following courses:
  - \* English 110 English Composition - CLEP subject accepted
  - Chemistry 116 Organic Biochemistry or Chem122 if Biology 150 & 151 is completed
  - Anatomy 204 (Human Anatomy) and 204 lab
  - Sociology 110 or 115 or Anthropology 171
  - Psychology 111
3. Along with the application form students will submit a personal statement. This will be no longer than 2 pages, typed and double-spaced. It will address a question designated by the Student Concerns Committee and stated on the application form.
4. Admission to the University of North Dakota or UND application on file.
5. Submission of all data requested on the College of Nursing application.
6. An overall grade point average of 2.50.
7. University of North Dakota grade point average of 2.50 on any courses taken at UND.
8. Admissions Committee will admit the best-qualified applicants who have completed or enrolled in physiology to fill available spaces into the beginning sophomore level for the fall semester of the academic year. Also admit best-qualified applicants to fill an additional four RAIN spaces meeting the above criteria. Place the remaining top ranked students into the Spring semester. The admission is contingent upon completion of or enrollment in Physiology by the beginning of the Spring semester. Also admit best-qualified applicants to fill an additional four RAIN spaces into the spring semester meeting the above criteria.

**NOTE: CHEMISTRY 115 OR 121 is a prerequisite to Chemistry 116**

\* Admission Committee will use the grade of the most recent Composition Course completed.

**PROGRESSION AND GRADUATION**

1. 2.50 overall GPA is required for progression at the end of the sophomore year and each semester thereafter. A 2.50 overall GPA is required for graduation.
2. Must have a letter grade of at least a "C" on all courses listed below when the course is a pre-requisite course:
  - English 110, English 120, or English 125
  - Psychology 111
  - Sociology 110 or 115 or Anthropology 171
  - Chemistry 116 or (Chemistry 122 with Biology 150 and 151)
  - Anatomy 204 and Anatomy Lab 204L
  - Microbiology 202 and Microbiology 202L
  - PPT 315 (Pharmacology)
  - NUTR 240 (Nutrition)
  - Psych 250 (Developmental Psychology)
  - PPT 301 (Physiology)
  - Statistics course
  - Psychology 270 (Abnormal Psychology)
  - Nutritional Interventions for Patient Care N & D 320
  - All required nursing courses

**University of North Dakota, College of Nursing  
Application and Admission Information**

**Introduction:**

The baccalaureate program of the University of North Dakota College of Nursing provides a sound background of liberal education, preparation in all basic areas of clinical nursing practice, and a solid foundation for graduate education. The graduate receives the Bachelor of Science in Nursing (B.S.N.) degree and is eligible to take national board examinations (NCLEX) for registered nurse licensure (RN). UND Nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE) and are approved by the North Dakota State Board of Nursing. Since the College of Nursing strives to reflect current trends in the nursing profession, there may be on-going changes in the curriculum.

The procedure for application to the UND College of Nursing is based upon policies established by the College and in accordance with University regulations. The University maintains a policy of non-discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, disability, age, marital status, veteran status, political belief or affiliation, or membership or non-membership 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. This policy is particularly applicable in the admission of students in all colleges, and in their academic pursuits.

An application will be considered only if all the requirements have been met. Submission of the application does not guarantee admission to the College of Nursing. The best qualified applicants who meet all requirements are selected based on the core course GPA, points for personal statement, and any additional points awarded for a previously qualified application in the past year. **Application to the UND College of Nursing does NOT constitute application to the University of North Dakota. If not already admitted to the University, the student must seek admission through the University Admission Office, PO Box 8357, phone (701) 777-3821.** Prospective students are encouraged to contact the College of Nursing for details.

**Important Deadlines:**

February 1	Applications for <b>FALL ADMISSION</b> , personal statement, and all current transcripts due
February 1	Petitions pertaining to Fall Admission to the College of Nursing must be submitted
July 1	Applications for <b>SPRING ADMISSION</b> and personal statements due
August 15	Final transcripts due for any summer coursework (for Spring applicants and Fall admits to Nursing)
September 1	Petitions pertaining to Spring Admission to the College of Nursing must be submitted

**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 (<http://www.nursing.und.edu/application>)
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.

College Level Examination Program (CLEP) subject exam results, math placement results, and English Composition waivers will be accepted according to current university policy. Students may petition to establish credit through special examinations according to University policy.

**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 Program Fee, which is one/half of the first semester 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 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 maintained 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.

Approximately 50 students are admitted each semester, determined by the availability of faculty and clinical facilities. Selection is made on the basis of academic record of core courses and points awarded for the personal statement submitted by each applicant and reviewed by nursing faculty. Students will be notified by mail of admission or denial of admission to the College of Nursing by March 31 for fall applicants and by October 31 for spring applicants. This letter will contain specific instructions for those who have been admitted and for those who have not been admitted. Applicants who are not granted admission for the semester they requested are eligible to reapply.

**Admission of Transfer Students:**

Students transferring to the Nursing major from other accredited institutions must fulfill the same minimum prerequisite requirements as current University of North Dakota (UND) students. The first requirement for admission to the Nursing program is admission to UND. During that admission process student's transfer work will be evaluated. Equivalency of courses from other campuses should be verified by contacting the College of Nursing as early as possible. All qualified students are considered on merit. The number of applicants typically exceeds the available spaces, therefore students cannot be guaranteed admission to the nursing major.

**Functional Ability:**

Undergraduate students must possess the functional ability to perform in several categories such as: 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 communications skills. It is recognized, however, that degrees of ability vary widely among individuals. The Functional Ability requirements (or Common Activities/Tasks required in the nursing profession) for undergraduate nursing students may be found on the College of Nursing website at [http://www.nursing.und.edu/bsn/functional\\_ability.cfm](http://www.nursing.und.edu/bsn/functional_ability.cfm) or is available on request. Individuals with questions about abilities should contact the Director of Student and Alumni Affairs at the College of Nursing.

**Updated 6/01/06**

#### **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 and English 120 or English 125
  - Psychology 111
  - Sociology 110 or 115 or Anthropology 171
  - Chemistry 115 or 121 and Lab
  - Chemistry 116 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
  - Psychology 270 (Abnormal Psychology)
  - All required nursing courses

## CHALLENGE EXAMINATIONS

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 Health Assessment Techniques, Introduction to Clinical Nursing, and Introduction to Adult Health 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 BASIC AND TRANSFER STUDENTS

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 the Admissions and Records Associate to have their name placed on a waiting list to take the course 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 the Admissions and Records Associate to have their name placed on a waiting list to take the course 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. Leave of Absences and withdrawals take precedence over repeaters.
4. Students applying for advanced placement or readmission to the UND Nursing Program must meet all standard admission requirements. In addition, they must have on file:
  - a. Letter from the prior Nursing program documenting standing in that program with an optional interview with the Dean.

The above must be completed prior to the date of the Undergraduate Student Concerns Committee admission review. The Dean will determine eligibility of candidate for admission consideration based on the information provided.

\*Leave of Absence's for first semester sophomore level nursing students are by special permission only (see Leave of Absence policy).

## **TRANSFER OF NURSING CREDIT FOR BASIC STUDENTS**

The student submits the completed Transfer of Credit form (get from CON Admissions & Records Associate) 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.

The Department faculty will review and make a decision regarding the request.

The Department Chair notifies the student of the decision, with a copy to the Admissions and Records Associate, to the Chairperson of Curriculum Committee, and to the Associate Dean and any Departments involved.

In the event of a controversy regarding the Department's decision, the request would be forwarded to the Curriculum Committee for resolution.

## **USING UND EMAIL ADDRESS AS OFFICIAL STUDENT EMAIL**

**Policy Statement:** Electronic mail or "email" is considered an official method for communication at UND because it delivers information in a convenient, timely, cost effective, and environmentally aware manner.

A University assigned student email account shall be the University's official means of communication with all students on the UND campus. The official email account will be provided in the und.edu or und.nodak.edu domain. Students can expect to receive official information regarding deadlines, policy/procedure changes, changes in degree requirements, special events, course schedule changes, regulatory changes, emergency notices, as well as other useful information from the Registrar, Office of Financial Aid, the Provost's office, Dean of Students, the Graduate School and academic departments. Students are responsible for all information sent to them via their University assigned email account. If a student chooses to forward their University email account, he or she is responsible for all information, including attachments, sent to any other email account.

**Reason for Policy:** The University of North Dakota provides students with an email account upon the student's matriculation to the institution. This account is free of charge and currently is active as long as the student remains enrolled at the University. Increasingly, email is becoming the primary mode of communication between students and the University.

Some students do not use their University assigned email account. Other students forward their University email account to an alternative account (e.g., a Yahoo account). When students do not use their University assigned email account, or they forward email from that account to another account, vital information is often not conveyed as the email is unopened or the associated attachment is not forwarded.

**Expectations of Students:** Students are expected to check their official UND email on a frequent and consistent basis. The University recommends checking email daily.

**Faculty Expectations and Educational Uses of Email:** Faculty members may require email for course content delivery, class discussion, and instructor conferencing and may specify course related email policies in their syllabi. Faculty may also require students to confirm their subscription to University-provided mailing lists.

**Forwarding Email:** While students may forward their UND email to another email account, having email lost because of forwarding does not absolve a student from the responsibilities associated with communication sent to his or her official email address. The University is not responsible for handling of UND email by outside vendors or unofficial servers.

**LEAVE OF ABSENCE (LOA) FROM CLINICAL COURSES IN NURSING**  
**(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.

**Policy Number:** 226  
**Policy Name:** Academic Issues: Repeating Nursing Courses, Probation And Dismissal  
**Reviewed by:** Nursing Faculty Organization  
**Last Review Date:** 05/05/06

*REPEATING COURSES:*

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.

2. If a student fails two different nursing courses, see Dismissal B.

*PROBATION:*

A student is placed on probation if any of the following occur:

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 shall be dismissed. See Dismissal C.

*DISMISSAL:*

1. The decision to dismiss a student can only be made by the Dean. A student is subject to dismissal in the following situations:

- A. Failure to achieve a minimum of a "C" when repeating a nursing course.
- B. Failure to achieve a minimum of "C" in two different nursing courses.
- C. 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 scheduled time.
- E. Receipt of a "D" or "F" nursing grade while on probation.
- F. Revocation or suspension of a required license or ineligibility to participate in clinical.
- G. Student behavior that is unprofessional or unsafe to the mental, emotional, or physical welfare of clients, staff, self, or others.
- H. Withdrawal from all nursing courses without a leave of absence.

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.

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).

4. Following a dismissal the student may reapply to the CON, after the absence of 1 semester and in accordance with the CON admission policy. Readmission is determined by the Student Concerns Committee on an individual basis and space available. If readmitted the student will be on permanent probation.

Approved by Undergraduate Student Concerns Committee R 11/16/00; R 11/02/04; R 01/3/05; R 04/21/06

Approved by Nursing Faculty Organization 05/07/99; R 01/19/01; R 05/10/02; R 12/03/04; **R 05/05/06**

Approved by Student Concerns Committee 04/15/83; R 05/17/83/ R 05/12/89; R 02/16/90;

R 03/08/93; R 05/3/94; R 03/13/98; R 04/21/99

Approved by Faculty Organization 03/16/87; R 05/07/93; R 05/13/94

Critiqued by Legal Counsel, Pat Seaworth, 06/07/93

**GRIEVANCE AND APPEAL**

**ACADEMIC GRIEVANCE POLICY FOR STUDENTS:**

The following guidelines for student grievances are in accord with the UND 2005-2006 Code of Student Life, (<http://sos.und.edu/csl/3-2.php>) which states that each College shall have written procedures for academic grievances.

**Academic Grievance Definition: Available on Website Listed.**

**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 the grievance.

<b>Student Responsibilities</b>	<b>Faculty Committee or Administrative Responsibilities</b>
<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. The student must first obtain the Student Grievance Statement Form from the Admissions and Records Associate of the College of Nursing. 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> <ul style="list-style-type: none"> <li>a. Submits the copy to the Admissions and Records Associate for placement in a separate grievance file until resolution of the grievance.</li> <li>b. Retains the original copy.</li> </ul> <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.</p>	<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> <p>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*).</p>

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.

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.)

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.

### 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.*

### **STUDENT SPECIAL APPEALS BOARD POLICY**

#### **POLICY:**

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

#### **PURPOSES:**

The Student Special Appeals Board shall be established for the purpose of hearing appeals from students who have an unresolved grievance or have received notification of dismissal under the Dismissal Policy.

Note: Student appeal must be initiated within 10 University class days after receipt of a decision resulting in an unresolved grievance.

#### **COMPOSITION AND RESPONSIBILITIES:**

The Student Special Appeals Board shall be appointed by the Associate Dean for each appeal, and shall be composed of three faculty members and two students. A staff secretary will also be appointed. Student Special 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.

<b>Student Responsibilities</b>	<b>Special Appeals Board Responsibilities</b>	<b>Dean or Dean’s Designee Responsibilities</b>
Any student who appeals an unresolved grievance must first meet with the Dean or dean’s designee.		Meet with the student who wishes to appeal. Counsel the student on the appeal process and procedure which will occur.
Submit the written narrative statement of appeal to the Dean or dean’s designee. This initiates the appeal process. This must be done within <u>ten</u> school days after receipt of the unresolved grievance decision.		Receive the appeal from the student.
Request a change of one member of the Board if cause is shown.		Inform the student of the composition of the Board in writing within five days or as soon thereafter as is reasonable.
		Receive the request for an alternate to serve in place of a Board member from the student, if appropriate.
		Appoint new member to the Board, if cause is shown.
Seek advice from an advisor, should the student elect to have a representative/ advisor present at the hearing. (See Protocol for Holding Hearings for further details.)	Hear the appeal and make a decision no later than seven school days after receipt of the appeal or as soon thereafter as is reasonable.	Forward the appeal to the Board and send a copy to the Dean, if appropriate.
The student may request, from the Student Special Appeals Board chairperson, to be present at the time the Student Special Appeals Board acts on the appeal. The student may <u>be</u> accompanied by one individual to act as a representative/advisor during the Appeals Board meeting. (See Protocol for Holding Hearings.)	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, or may deliver the meeting notice in person.	
	Request other relevant information as needed and request the presence of other relevant parties at the appeal proceedings. The staff secretary will keep complete and accurate records of the proceedings. The proceeding will be tape recorded to assist the secretary in keeping accurate records.	
	The typed records shall be read, approved, and signed by all three faculty members of the Board hearing the appeals. Submit the original appeal, tape recording, written record of the proceedings and decision of the Special Appeals Board to the Admissions and Records Associate to be placed in a sealed envelope in a special appeals file.	Receive the written record of the proceedings and actions taken by the Board. If a dean’s designee is appointed, the designee should inform the Dean of the action taken. When the entire appeal process is complete, the records are placed in a sealed envelope in the appeals file until graduation.

	Send a copy of their decision to the student involved by certified mail, return receipt requested.	
Advance the appeal to the Dean of the College of Nursing if it is not resolved by the Student Special Appeals Board.	Send a copy of appeal and final decision to the person, committee, or administrator with whom the original appeal was filed.	

### **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 special appeals file destroyed. Otherwise, the Special 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

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, nor 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.

## **STUDENT RESPONSIBILITIES:**

The appealing student will:

Meet with the Associate Dean who will console him/her regarding the appeal process and procedures and identify the members of the Special Appeals Board.

Submit the written narrative statement of appeal to the Associate Dean, who initiates the appeal process. This must be done within 10 University class days after receipt of the unsolved grievance or notification of dismissal under the Clinical Removal Policy.

The appealing student may:

Request a change of one member of the Board if cause is shown at the time the appeal is submitted.

Seek advice from an advisor, should the student elect to have one present at the hearing. (See Protocol for Holding Hearings for further details.)

Advance that appeal to the Dean of the College of Nursing if it is not resolved by the Student Special Appeals Board.

## **ASSOCIATE DEAN RESPONSIBILITIES:**

The Associate Dean will:

1. Meet with the student who wishes to appeal.
2. Counsel the student on the appeal process and procedure which will occur.
3. Inform the student, in writing, of the composition of the Board.
4. Receive the appeal from the student.
5. Receive the request for an alternate to serve in place of a Board member from the student, if appropriate.
6. Forward the appeal to the Board and send a copy to the Dean.
7. Forward request for alternate to the Board, if cause is shown.
8. Receive the written record of the proceedings and actions taken by the Board.
9. Inform the Dean of that action taken.
  - When the entire appeal process is complete, the records are placed in the student's file until graduation.

## **STUDENT ACADEMIC STANDARDS COMMITTEE**

If the grievance/appeal is not resolved at the College level, any of the parties in the grievance/appeal may request a review by the Student Academic Standards Committee of the University (See Code of Student Life, Section 3: Academic Concerns).

## **RN/BSN OPTION**

### **LICENSING POLICY FOR STUDENTS WHO ARE LICENSED THROUGH A STATE BOARD OF NURSING:**

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 CON resources to supervise these students.

The Associate Dean will inform the appropriate Department Chair of the change in the license status of the student. The Department Chair 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.

Self-mandated criminal background checks on students are required by some states. Resulting information may make students ineligible for completion of clinical nursing courses. This could mean a dismissal from the College of Nursing.

### **ADMISSION PROCESS (RN/BSN OPTION):**

It is advisable to have as many as possible of the General Education Requirements and pre-requisites completed before applying to the CON, as there is an additional program fee applied to all credits taken after being admitted to the College of Nursing. See your advisor for advice on when to apply. The ideal time is when most other courses are completed and you are ready to begin taking courses in the CON. Applications to the RN/BSN Option can be turned in at any time and will be acted upon at the next scheduled meeting of the Student Concerns Committee. Students will be notified by mail.

**MINIMUM REQUIREMENTS FOR CONSIDERATION FOR ADMISSION TO THE COLLEGE OF NURSING RN/BSN OPTION:**

1. RN's applying for admission to the College of Nursing must be licensed in the United States. RN's with encumbered licenses will be admitted contingent upon the nature of the encumbrance and College of Nursing resources to supervise these students. A copy of the applicant's current license must be on file with the College of Nursing Admissions & Records Associate at the time of admission.
2. Must be a graduate of NLN accredited associate degree or diploma program. Graduates of diploma programs and non accredited associate degree programs will have all transferred nursing credits held in escrow until the student has successfully completed six credits in nursing at UND, including the Concepts I course (diploma program graduates will receive 30 credits).
3. Completion of 24 semester hours. These 24 credits should include the following UND courses or equivalents: (A minimum grade of "C" must be attained in each.)

English Composition (last course completed)

Chemistry 116/116L or Chem 122/122L with Biol 150/150L and 151/151L Psychology 111

Sociology 110, 115 or Anthropology 171

Microbiology 202/202L

Nutrition 240

Developmental Psych. 250

Anatomy 204 and Lab 204L

Math 103

4. An overall grade point average of 2.50.
5. University of North Dakota grade point average of 2.50.
6. Admission to the University of North Dakota or UND application on file.
7. Submission of all data requested on the College of Nursing application.
8. For progress/graduation refer to general policies.

\*\*\*\* Please note: Some states or agencies require criminal background checks on students before they can have clinical experiences in those states. If the result of the check renders the student ineligible to complete the clinical nursing course, the student may be subject to dismissal from the nursing program.

**RN POLICIES:**

1. Credit for nursing courses may be established by direct transfer for the graduate of an accredited A.D. program or through evaluation by the College of Nursing. Graduates from diploma programs and non-accredited associate degree programs will have all transferred nursing credits held in escrow until they have successfully completed 6 credits in nursing at UND, including the Concepts I course (diploma program graduates will receive 30 credits). All RN students are required to take Concepts I and Concepts II 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 license 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 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.

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.

With advisement, RN students enrolled in the CON may be permitted to challenge nursing courses prior to the completion of prerequisite support courses.

Should a RN’s license become encumbered, suspended, or revoked while enrolled in the CON, that student may be barred from clinical nursing courses contingent upon the nature of the encumbrance and CON resources to supervise these students. It is the student’s responsibility to inform the CON of any change in the state of their license. Those who do not will be subject to disciplinary action.

**RN/BSN OPTION NURSING CURRICULUM SEQUENCE:****CURRENTLY UNDERGOING REVISION**

This sequence reflects the nursing course work remaining for most RN/BSN Option students after transfer of A.D. nursing credit or assignment of escrowed credits. Thirty semester credits of UND nursing course work are required. Other general education and required non-nursing courses should be scheduled as necessary to meet graduation requirements. **ALL SUPPORT COURSES AND MOBILITY EXAMS MUST BE COMPLETED PRIOR TO BEGINNING SENIOR LEVEL.**

**FALL SEMESTER****SPRING SEMESTER**

Nurs 361 New Concepts in Nsg	2 cr.	Nurs 362 New Concepts in Nsg II	4 cr.
Nurs 392 Nursing Research	3 cr.	Nurs 360 Health Assessment Tech.	3 cr.
		(Available through challenge/substitution)	

**SENIOR LEVEL COURSE WORK:****FALL SEMESTER****SPRING SEMESTER**

Nurs 478 Leadership & Mngmt	3 cr.	Nurs 448 Community Health Nsg.	3 cr.
		Nurs 484 Comm. Hlth. Nsg. Clinical	3 cr.
		Nurs 440 Trends in Nursing	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 least three credits of a course with a clinical component. Nurs 394 Independent Study and Nurs 389 Senior Honors can be designed to include clinical components. Nurs 387 Family in the Community and Nurs 481 Multi-system Complex Adult Health each contain a 2 credit clinical component.

N&D320 Nutritional Interventions/Patient Care	1 cr.
N387 Family in the Community	3 cr. (1 theory/2 clinical)
N394 Independent Study	1-4 cr. (may include clinical)
N400 Special Topics	2-3 cr.
N481 Multi system Complex AH	4 cr. (2 theory/2 clinical)
N498 Nursing Practicum	1-4 cr. (clinical)
N488 Nursing Practicum Theory	2 cr.
N489 Seniors Honors	6-15 cr. (may include clinical)
N418 Physical Changes in Aging	3 cr.
N490 Transcultural Health Care	3 cr.
N483 Mental Health	4 cr. (Petition)
N501 Complementary Therapies	3 cr.
N590 Collaboration in Early Intervention	2 cr. (Clinical)