University of North Dakota College of Nursing and Professional Disciplines (CNPD)

Student Handbook of Policies and Procedures for DNP Students

ACKNOWLEDGMENT OF RECEIPT

Student ID: ___________________________   Date: ___________________________

Student Name: ___________________________________________________________________________________

Please Print

Current Address __________________________________________________________________________________

Street Address/Apartment Number

____________________________________________________________________________________________

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

____________________________________________________________________________________________

Telephone / Cell Phone / e-mail

Dear Student:

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

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

As a student of the University of North Dakota, I commit myself to upholding the UND Honor Code policy as described in the Code of Student Life and promoting the values of honesty, responsibility and integrity.

As a doctoral student of the College of Nursing and Professional Disciplines I accept and agree that it is my responsibility to obtain and review these documents and adhere to the guidelines, therein:

- Doctor of Nursing Practice Student Handbook
  Signature: ________________________________________________________________________________

- Code of Student Life
  Signature: ________________________________________________________________________________
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Welcome Message

Welcome Students!

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

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

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

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

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

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

Maridee Shogren DNP, CNM
Chair, Graduate Program
College of Nursing and Professional Disciplines
Overview of the College of Nursing and Professional Disciplines

CNPD Mission Statement

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

CNPD Vision Statement

CNPD will lead the state and nation, and influence the world through the impact of our research, educational programs and practice innovations on health and human services.

Core Values

The College of Nursing and Professional Disciplines believes in empowerment of students, individuals, and communities. Scholarly investigation, practice, and service are the foundations of our professions. We have a commitment to excellence through creative partnerships, and are accountable to the people we serve. We value:

- Diversity
- Community Engagement and Empowerment
- Discovery and Scholarship
- Professionalism
- Excellence

Accreditation

The Bachelor of Science and Master of Science in Nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Washington, DC, 20036, (202) 887-6791. The initial CCNE accreditation review for the Doctor of Nursing Practice program will be conducted in February, 2015.
Administration

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

University of North Dakota Policies

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

The curriculum of the CNPD DNP Student Handbook is reviewed annually and is as accurate and current as possible. Any changes in academic policies, procedures, or curriculum will be communicated to you via your official UND email address. Students must assume responsibility for incorporating the changes in the Handbook.

If you have a problem or a concern that is not adequately answered in the Handbook, please contact the Director of the DNP Program, Maridee Shogren DNP, CNM at Maridee.shogren@und.edu

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

Statement of Non-Discrimination

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

From 2012-2013 UND Code of Student Life, Appendix I-1-C

Non-discrimination statement

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

Brief Information about reporting

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

How to seek help when in distress

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

DIRECTORY

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

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

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

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

NORTHERN PLAINS CENTER FOR BEHAVIORAL RESEARCH (NPCBR): The NPCBR is the first research and academic building supported by the National Institutes of Health for nursing research in the nation. It is fully dedicated to interdisciplinary and translational research with partners across the campus and the state and reflects the value the CNPD places on research and learning.

NPCBR: Faculty offices
Study Rooms
Conference/Meeting Rooms
Lactation Lounge (390)

KEY ADMINISTRATION AND STAFF
Dean: Dr. Gayle Roux (Room 369, 777-4555)

Interim Associate Dean: Dr. Darla Adams (Room 354, 777-4544)

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

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

Administrative Assistant for Graduate Nursing: Teresa Evanson (Room 360, 777-4556)
Undergraduate Nursing Chair: Stephanie Christian (Room 301, 777-4505)

Administrative Assistant for Undergraduate Nursing: Tammy Batzer (Room 310, 777-4542)

Director for Clinical Resource and Simulation Center: Darlene Hanson (Room 327, 777-4551)

Director of RN to BSN Program: Stephanie Christian (Room 301, 777-4505)

Director of the PhD Program: Dr. Tracy Evanson (Room NPCBR 380H, 777-4559)

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

Office of Student Services Staff
  Receptionist and Records Officer: Beth Toay (Room 205, 777-4174)
  Academic Advisor and Recruitment Specialist: Marlys Escobar (Room 205, 777-4534)
  Academic Advisor and Recruitment Specialist: Valerie Bauer (Room 205, 777-4541)
  Academic Advisor and Admissions/Records Specialist: Teri Wright (Room 205, 777-4548)
  Nursing Student Specialist/Assistant Director of Student Services: Robyn Bancroft (Room 205, 777-4553)

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

The CNPD Doctor of Nursing Practice program admitted its first class in August, 2013. This Post-Master’s DNP program is targeted to prepare clinical nurse specialists, nurse practitioners, nurse midwives, and nurse anesthetists for the highest level of nursing practice. DNP graduates are clinical leaders who are an integral part of an interdisciplinary healthcare team. DNPs hold expertise in quality improvement and systems leadership and influence health policy and health care outcomes for individuals, families, and underserved or vulnerable populations.

Outcomes of DNP Graduates

*Based on the American Association of Colleges of Nursing (AACN) DNP Essentials, DNP graduates will demonstrate the ability to:*

1. Integrate nursing science with knowledge of ethics, biophysical, psychosocial, analytical, and organizational sciences as a basis of practice and inquiry.

2. Develop and evaluate new practice approaches based on nursing science and associated theories.

3. Develop and evaluate care delivery for vulnerable populations.

4. Use advanced communication processes and skills to lead to quality improvement and patient safety.

5. Design and implement processes to evaluate outcomes of practice, practice patterns, and systems of care within a practice setting, health care organization or community against national benchmarks to determine variances in practice outcomes and population trends.

6. Design, direct, and evaluate quality improvement methodologies to promote safe, timely effective, efficient, equitable and patient-centered care.

7. Apply relevant findings to develop practice guidelines and improve practice and the practice environment.

8. Use information technology and research methods to improve patient care.

9. Demonstrate leadership in development and implementation of institutional, regional and national health policy.
10. Employ clinical prevention and health promotion to improve population health with an emphasis on vulnerable populations.

11. Develop and sustain quality therapeutic partnerships with patients/clients to ensure optimal outcomes of advance nursing care.

12. Work effectively in collaborative professional partnerships.

Please see the AACN Essentials of Doctoral Education for Advanced Nursing Practice at http://www.aacn.nche.edu/publications/position/DNPEssentials.pdf

**Admission Requirements**

1. Completion of a Master's degree or higher from a nursing program of study accredited by the Commission of Collegiate Nursing Education (CCNE) or the National League of Nursing Accrediting Commission (NLNAC).

2. Current licensure unencumbered and in good standing as a Registered Nurse with certification as a Nurse Practitioner, Clinical Nurse Specialist, Nurse Anesthetist or Nurse Midwife.

3. A minimum Grade Point Average of 3.0. Priority will be given to those applicants with a cumulative GPA of 3.5 or greater in graduate coursework.

4. Graduate level statistics course completed within the five years prior to admission.

5. A two page narrative stating the applicant's professional goals for DNP education and describing how the DNP will contribute to those goals. The narrative should propose a clinical interest or practice problem topic for the applicant's scholarly DNP project, with a scope that would yield a result such as a system-wide change at the organizational, regional, or national level; a new/revised state health policy; or the implementation of significant new services to a population or geographic region. This narrative will provide insight to the admissions committee on the applicant's professional goals and expectations, determine whether the applicant's topic corresponds to existing faculty expertise, and assess written communication skills.

6. Three letters of recommendation, one of which must be from a graduate-prepared nurse or faculty member. Letters should speak to applicant's ability to be successful in the DNP program,
addressing items such as clinical skills, critical thinking, independent decision making, and collaborative skills with other health professionals, nursing leadership, etc.

7. Resume or curriculum vitae.

8. All applicants must meet the English Language Proficiency Requirement established by the UND School of Graduate Studies. (A score of at least 23 on the Speaking subsection and a score of at least 26 on the Writing subsection are required in addition the School of Graduate Study's requirement for applicants who submit an IBT TOEFL.)

9. Interview may be required.

10. Background check from the CNPD approved vendor with satisfactory results prior to admission.

**Academic Requirements Overview**

Students in the Post-Master’s DNP program are required to complete a minimum of 33 credits. Graduate credits earned at other institutions may be offered in partial fulfillment of the University of North Dakota’s required 90 credits (total) for conferment of a doctoral degree from this institution.

**DNP Curriculum**

**DNP Full Time Curriculum (1 year)**

Fall Semester I (11 Credit Hours)  
N512 DNP Core Concepts I (2cr)  
N503 Business of Practice (2cr)  
N598 Evidence Based Research I (3cr)  
N593 DNP Internship I (4cr)

Spring Semester II (11 Credit Hours)  
N513 DNP Core Concepts II (2cr)  
N519 Practice Leadership (2cr)  
N599 Evidence Based Research II (3cr)  
N594 DNP Internship II (4cr)

Summer (11 Credit Hours)  
N522 Health Informatics (3cr)  
N582 Health Policy (2cr)
N596 DNP Capstone (2cr)
N595 DNP Internship III (4cr)

DNP Part Time Curriculum (2 years)

Fall Semester I (4 Credit hours)
N 512 DNP Core Concepts I (2cr)
N 503 Business of Practice (2cr)

Spring Semester II (4 Credit Hours)
N513 DNP Core Concepts II (2cr)
N519 Practice Leadership (2cr)

Summer Semester III (5 Credit Hours)
N522 Health Informatics (3cr)
N582 Health Policy (2cr)

Fall Semester IV (7 Credit Hours)
N598 Evidence Based Research I (3cr)
N593 DNP Internship I (4cr)

Spring Semester V (7 Credit Hours)
N599 Evidence Based Research II (3cr)
N594 DNP Internship II (4cr)

Summer Semester VI (6 Credit Hours)
N596 DNP Capstone (2cr)
N595 DNP Internship III (4cr)

Total 33 Credits Post-Masters
Total Clinical Hours 12 credits = 540 contact hours
(Subject to Change)

Academic Policies

Academic Advisement

Students are appointed an advisor by the Associate Dean for Graduate Studies when admitted to the program. The advisor is typically the DNP Program Director. DNP students will also be assigned a Capstone advisor to assist with defining the Capstone topic, navigating IRB approval, submitting the Program of Study and Topic Proposal, completing the final Capstone, and assisting with initial presentation and publication preparation. See Appendix A.

Doctoral forms for the Program of Study and Topic Proposal can be found at
http://graduateschool.und.edu/graduate-students/current/forms.cfm#doctoral_forms
Questions regarding the Institutional Review Board (IRB), human participants in research, and IRB forms may be downloaded from [http://www.und.nodak.edu/dept/rdc/regucomm/IRB/Forms.htm](http://www.und.nodak.edu/dept/rdc/regucomm/IRB/Forms.htm)

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

### Registration

The DNP is offered through Online and Distance Education (ODE) with the main phone line 701-777-3000. Registration for classes may require an ODE Permission Number. Contact the Academic Planning Assistant Director, Enrollment Management for the permission number at 701-777-3308.

### Technology Requirements

*The following basic requirements are recommended for UND courses.*

- **Active E-mail Account**
  - Admitted UND students are required to use their official [UND student email](mailto:UND.student.email@UND.edu)
  - Per UND policy, students are expected to have a current Office 365 account. This can be obtained through UND’s Tech Support at [http://und.edu/tech-support/students/student-email.cfm](http://und.edu/tech-support/students/student-email.cfm)
  - Course instructors will not accept or respond to correspondence that does not come from the student’s university email account.

- **Operating System**
  - Windows 8.1 or higher
  - Macintosh (10.5 or Higher)

*Internet Connection*

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

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

**Additional Software**

- Office Suite for Word processing ([Microsoft Office 365 ProPlus is available for students](http://www.microsoft.com/en-us/msoffice/download.aspx))

**Free Software Downloads:**

- [Adobe Flash Player](http://get.adobe.com/flashplayer/)
- [Adobe Acrobat Reader](http://get.adobe.com/reader/)
- [Apple iiTunes](http://www.apple.com/itunes/)
- [Apple QuickTime](http://www.apple.com/quicktime/)
- [PDF Printer: doPDF](http://www.dopdf.com/)
- [PowerPoint Viewer](http://www.powerviewer.com/)
- [Real Video Player](http://www.real.com/solutions/player/)
- [Java](http://java.com/en/download/faq/whatis_java.xml)

Note: These steps may differ slightly depending on your version of Windows.

1. Go to [www.java.com](http://www.java.com) and click on "Free Java Download."
2. Download the updated version of Java if needed. Once the new Java version is installed (if needed) proceed to the next step.
3. Click the Start button and go to the Control Panel.
4. Depending on your Windows version and setup, double click on "Add/Remove Programs" or "Programs and Features."
5. Look for Java, J2se, Jre. Uninstall any previous versions by right clicking on the old version and selecting Uninstall.

For more information about the BLACKBOARD supported web browser/operating system, please see the DNP website at [http://www.nursing.und.edu/programs/doctor-nursing-practice/technology-requirements.cfm](http://www.nursing.und.edu/programs/doctor-nursing-practice/technology-requirements.cfm)

**Computer Labs**

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

A graduate student will be allowed credit for a course only when a grade for the course has been reported to the Registrar’s Office. A graduate student’s cumulative GPA is based on all course work, graduate or undergraduate, taken while the student is registered in the UND Graduate School. Grades of less than C are not included in the number of credits accepted for a graduate degree, but they are counted in determining the cumulative GPA. Credits and grades for courses accepted in transfer or courses graded on a Satisfactory- Unsatisfactory basis are not counted in determining the GPA. Courses with grades of Incomplete are neither counted as partial fulfillment of degree requirements nor calculated in the GPA. Please refer to Appendix B for the Nursing Graduate Student Progression Policy.

Academic Progression

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

Nursing Graduate Student Progression Policy

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

Incomplete Grade Policy

Please see the Registrar’s Academic Policy and Procedures Manual and Appendix B (Nursing Graduate Student Progression Policy).

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

Graduate Student Clinical Failure, Probation and Reassessment

See Appendix C for the Procedure for Clinical Probation.

Leave of Absence Policy

Students should contact the Office of Student Services to discuss the current policy.
UND School of Graduate Studies Scholarly Forum

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

http://graduateschool.und.edu/learn-more/scholarly-forum.cfm

Course and Classroom Requirements

Syllabi

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

Textbooks

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

Reference Manual for Writing Papers


Attendance

The DNP program is an online program. Most course work will be completed in an asynchronous manner. However, at times certain courses may require synchronous class participation. Each course will note any synchronous participation dates in the course description on Campus Connection. The DNP program also requires students to participate in an on-campus intensive experience once per semester of the program. Attendance for the on-campus intensive experiences is mandatory. On-campus intensives will typically occur within the first three weeks of each semester and students will be made aware of these dates prior to the beginning of the semester.
**Social Networks**

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

**Course Load**

The *Undergraduate and Graduate Academic Catalog* contains specific information regarding maximum and minimum course loads according to status of appointment as Graduate Assistants. For students who are not employed in these capacities, full-time enrollment is 9 semester credits during the fall or spring semesters and 6 semester credits in the summer.

**Time Limit on Degree**

Graduate courses more than seven years old are considered obsolete and may not be counted as fulfilling course requirements for an advanced degree program. At the time of graduation, the program of study and the courses accepted may not be more than seven years old. Refer to the *Undergraduate and Graduate Academic Catalog* for information about revalidation and over-age graduate work from other institutions.

**Transfer of Nursing Credits**

The student submits the completed “Transfer of Nursing Credit Request” form to the Graduate Department Chair with any evidence, such as course syllabus, objectives, outlines, notes, tests, etc. that will assist the department in making a decision regarding the request. The Department Chair and/or faculty discuss as necessary, review, and make a decision regarding the request. The decision is communicated to the student by the Admission, Records and Advising Associate. The original document is placed in the student’s file.
Nursing Student Conduct Standards Policy

Introduction:
The College of Nursing and Professional Disciplines seeks to promote and ensure academic honesty and integrity among students. The goal of this policy is to promote an environment which maintains the ethical and professional standards as established by the American Nurses Association Code of Ethics [1] and the UND Code of Student Life [2].

Conduct Standards (Nursing Policy 257):
In order to facilitate a strong learning environment for all students and promote professionalism, high standards of academic and professional performance are required of all students. Students are expected to represent the University of North Dakota, College of Nursing and Professional Disciplines, and the nursing profession in a positive manner in the classroom, clinical settings and community. Students participating in clinical experiences are required to abide by the policies of the partnering institutions. The following professional attributes are expected of all students: honesty, integrity, accountability, responsibility, confidentiality and professional conduct. See Appendix D.

Academic Dishonesty Policies
Academic dishonesty includes, but is not limited to cheating on a test, plagiarism, and collusion. Cases of dishonesty may be treated as an academic matter or as a disciplinary matter at the discretion of the instructor. The instructor may reflect the incident of dishonesty through the assignment of the student’s grade in the course. If the student has a grievance related to this action, the grievance would be directed to the college or school in which the course is housed. The grievance is processed according to the rules of the college or school and as outlined in IIIa-2 of the Code of Student Life found at: [3]. Alternatively, the instructor may refer the case as a disciplinary matter to the Dean of Students. The Dean of Students may further refer the case to the Student Relations Committee for action under Section 2 and Appendix VII of the Code.

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

Specific examples in the Code include the following:

- copying from another student’s test;
- possessing or using material during a test not authorized by the person giving the test;
- collaborating with or seeking aid from another student during a test without permission from the instructor;
- knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an un-administered test;
- substituting for another student or permitting another student to substitute for oneself to take a test;
- bribing another person to obtain an un-administered test or information about an un-administered test;
- plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another person’s work and the unacknowledged submission or incorporation of it in one’s own work; and
- collusion means the unauthorized collaboration with another person in preparing any academic work offered for credit.

**Harassment Policy**

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


**Accommodation**

Any student who needs an accommodation in order to complete course requirements should be registered with Disability Services office at UND (701)777-3425 (voice/TTY). Emergency medical information, special needs in case of building evacuation or accommodations because of disability should be shared with faculty within the first week of class.

**Distance Learning User Verification**

Distance learners at the University of North Dakota must adhere to university and CNPD policies related to academic integrity. Students are responsible for completing their own work. Students who violate this
policy will be dealt with according the University and CNPD policies for violation of academic integrity. At this time students in online programs must conduct examinations through a proctored system. Verification of students will be completed through the use of IDs and passwords. Future approaches for student verification may become available and considered by the CNPD. They may include web video recordings or video proctoring.

**Academic Grievance**

As per UND Graduate School policy, grade grievances, allegations of academic dishonesty, scientific misconduct, and discrimination for nursing courses are subject to review by the CNPD. Please see the CNPD Academic Grievance Policy and Procedure for Students (Policy 236, Procedure 236a) in Appendices E and F.

**Graduate School Grievance and Academic Appeals Process**

An "academic grievance" is a statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, and quality of instruction) which is thought by the student to be unfair. Academic issues subject to grievance procedures differ from those subject to the academic petition process. If a student thinks that a petition has not been handled fairly, the student may initiate a grievance based upon unfair treatment, but not upon the substantive issue of the petition.

The grievance process available to graduate students depends on the issue. Please note that the most current version of the grievance policy is on the Graduate School web site and that the most recent version of these Guidelines supersedes earlier versions [http://graduateschool.und.edu/policies-and-procedures/grievance-policy.cfm](http://graduateschool.und.edu/policies-and-procedures/grievance-policy.cfm). Grievances related to any other academic circumstance follow UND Graduate School policy printed in the *Undergraduate and Graduate Academic Catalog*.

**Petitions and Appeals**

Students who wish to be excused from Graduate School requirements must petition the Dean of the Graduate School on a form available from the Graduate School or CNPD. The forms require the written endorsement of the advisor, instructor (if appropriate), and department chairperson. See Appendix G.
Continuing Enrollment – N996

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

Clinical Experience Guidelines

All DNP students are required to be advanced practice registered nurses and maintain a valid registration and certification during the DNP program. The CNPD must have a valid RN license verification on file for the DNP student.

Background Checks and Student Immunization Tracker

Students who are currently enrolled must submit to and satisfactorily complete an annual background check as a condition of continuing enrollment in the CNPD. Students may need to complete additional background checks if required by an agency prior to conducting a research study. The CNPD uses Verified Credentials as the vendor for all background checks. In addition to providing background check services, they provide a "Student Immunization Tracker". This will allow you to submit your health verification documents electronically to be organized and maintained by the company. You will have electronic access to your documents and the ability to provide access to the CNPD agencies and employers. Verified Credentials will assist you in the process of having all of your required verifications on file by the deadline before classes begin each semester.

Background Checks for Applicants and Students of the CNPD - Policy 207

This policy applies to all graduate students in the CNPD. Please see Appendix H.

Graduate Program Applicant

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

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

**Committee Review Standards**

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

**Confidentiality and Recordkeeping**

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

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

**Other Provisions**

The CNPD shall inform students who have been found by the GCBRC to have findings of concern in their background check report and are nonetheless permitted to enroll. Clinical placement is a prerequisite
for graduation from the nursing program. The CNPD makes no guarantee that the student who has a finding of concern in their background check report and is nonetheless permitted to enroll in the program will be able to be placed at a clinical facility. Further, graduation from the CNPD does not guarantee that the student can be registered, permitted or licensed under state law. Falsification of information, including omission of relevant information, will result in denial of admission or dismissal from the educational program. Criminal activity that occurs while a graduate student is in attendance at the university may result in disciplinary action, including dismissal, and will be addressed through the CNPD’s and University’s academic or disciplinary policies.

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

**Verifications/immunizations Policy– Policy 247**

All nursing students admitted to the nursing program are required to provide documentation of current immunizations/tests and health insurance to the CNPD-approved vendor prior to beginning the nursing program. Updates or re-certifications must be completed prior to starting classes each semester and may not expire during the semester. CDC guidelines for health care workers are followed, along with contracts negotiated with various agencies for clinical placement of students. Documentation of valid immunizations/tests must be on a health care agency form and signed by a licensed health care professional. Clinical agencies may have requirements, which include verifications other that those required by the CNPD. In those situations, students will be required to meet those individual agency standards prior to clinical placement, which may result in additional costs to student. Verifications must be submitted according to the most current guidelines outlined by the CNPD Office of Students Services. Please see Verification on the Office of Student Services website: [http://nursing.und.edu/student-services/](http://nursing.und.edu/student-services/).

**Picture ID**

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

**Chemical Impairment Policy – Policy 238**

The University Of North Dakota CNPD recognizes that chemical impairment is an illness and should be treated as such. This policy regarding chemical impairment is based on the American Association of Colleges of Nursing task force assumptions and principles. Please see Appendix I.
**Exposure Control Plans/Hazardous Communications aka Right To Know**

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

All students will have access to pertinent safety information through clinical experiences, course work, and in written form in the Exposure Control Plans. When safety concerns arise, students are encouraged to contact their course instructor. The Exposure Control Plans are available in the offices of the Business Officer and Department Chairs as well as in the Clinical Resource and Simulation Center. It is important that students become familiar with the post-occupational exposure procedures in affiliating agencies as well as the CNPD in the event they experience an exposure to diseases or safety hazards which could be detrimental to their health during their nursing class or clinical experiences.

**OSHA Guidelines**

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

**Student Policy for Bloodborne Pathogens – Policy 254**

It is the intent of the University of North Dakota (UND), CNPD, faculty, staff and students, to conform to the Exposure Control Plans for UND and those of affiliated agencies and clinical sites, as well as the requirements of local, state and federal laws and the Centers for Disease Control and Prevention (CDC) guidelines relating to minimizing the possibility of exposure to Bloodborne pathogens (BBP). Specifically, the standards of the Occupational Safety and Health Administration (OSHA) will be adhered to by faculty, staff and students of the CNPD. Students may not refuse to care for those infected with Bloodborne pathogens without a sound medical reason to do so. Students, who are infected by one or more of the BBPs, will be reasonably accommodated by the CNPD to allow continuation of their education. Determinations relating to provisions in this paragraph will be made on an individual basis, in accordance with current medical practice and/or U.S. Public Health Service (CDC) guidelines. It is the responsibility of the student to notify his/her clinical instructor of any special circumstances he/she may have which would affect clinical assignments.
In the event of an exposure, it is the student’s responsibility to inform his/her instructor, preceptor and/or agency contact person as soon as it is safe to do so. Students are required to comply with reporting requirements. Please see Appendix J.

Health Insurance Portability & Accountability Act (HIPAA)

Student Guidelines

Upon admission students are granted access to a system where they may access information and a quiz on HIPPA laws and regulations (see below). Students will receive specific instructions prior to their first semester courses on how to access this site. Federal law, known as "HIPAA" (the Health Insurance Portability and Accountability Act of 1996) requires health care providers to implement a comprehensive approach to protect the privacy of personal health information (PHI). There are nine parts to HIPAA, but our immediate compliance will focus on three areas: Privacy Rule; Security Rule; and Transactions and Codes.

Privacy Rule

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

Security Rule

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

Transactions and Codes

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

HIPAA has impact on UND and the CNPD in several ways. Patient/client records, human subject research records, and marketing demographics contain personal health information as identified in the HIPAA privacy regulation. The person responsible for our HIPAA compliance is the Dean of the CNPD, and all compliance aspects are coordinated by the HIPAA College Compliance Officer. For additional information or assistance, contact HIPAA Compliance Office at 701-777-4174. Additional information about HIPAA can be found at: http://www.cdc.gov/mmwr/preview/mmwrhtml/m2e411a1.htm
http://www.hhs.gov/ocr/privacy/

Access of Information

In accord with the University Policy Code of Student Life, Section 8 Student Records http://und.edu/student-affairs/code-of-student-life/ 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 nursing students and nursing graduates. To carry out that responsibility, the College adheres to the following policies:

- Directory Information: (Section 8-2 of UND Code of Student Life).
- Educational Records: (also see Section 8-3 of UND Code of Student Life).
- Educational records housed in the CNPD include information directly related to the student’s academic progress including registration and course information, transcripts, evaluations, notes regarding academic performance, advisor notes, copies of references, correspondence, application information, scholarship information, immunization, health insurance and certification information. No financial records or medical information is included with the exception of information provided to the College by the student.

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

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

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

http://und.edu/academics/registrar/ferpa.cfm

Forms

FERPA release forms may be found at: http://und.edu/academics/registrar/_files/docs/forms/ferpa-privacy-release.pdf.

Revocation of FERPA release forms may be found at: http://und.edu/academics/registrar/_files/docs/forms/ferpa-privacy-release-revocation.pdf.

Photocopy requests

Students needing a copy of any academic information (this does not include verifications) from their files must submit a written request to the Admissions Records & Advising Associate, Room 308.

Safety and Security

The University of North Dakota has a faculty, staff and student population of approximately 18,000. The UNDs Police Department consists of a Chief of Police, Assistant Chief of Police/Investigators; night supervisors, full and part time police officers as well as various administrative staff.

Escort Service

An Escort service is provided 24 hours a day by UND security or police officers.

Suggestions for traveling safely at night:

- Avoid dark or vacant campus areas. Walk along well lit routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence hall or apartment and keep your personal or valuable items concealed and close to your body.
- Be aware of the on-campus “Blue Light” security system. These telephone units are highly visible and located throughout campus and can be used to contact police in a crisis situation. Locations of these “Blue Lights” are available at the UND Police Department (777-3491). Stand tall, walk
purposefully and make eye contact with those around you. If you feel uncomfortable in a situation, leave.

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

ALL EMERGENCIES - CALL 911

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

UND Campus Emergency Phone Numbers

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

Required DNP Comprehensive Experiences

DNP Capstone Requirements

The Capstone is the final scholarly project completed by the DNP student. It demonstrates a high-level mastery of advanced practice nursing and focuses on the translation of evidence into practice. The DNP Capstone demonstrates a measurable improvement or impact on healthcare care delivery and/or patient outcomes (AACN, 2012). It has the potential to advance nursing practice at local, state and national levels by addressing key issues and barriers surrounding healthcare and promoting interprofessional collaboration. The DNP Capstone must be completed prior to graduation and will be disseminated
initially through an oral presentation during the DNP student’s final on-campus intensive. The DNP student will also complete a Capstone paper per the following guidelines and be expected to disseminate their work through journal submission and future presentations at state and national levels.

**DNP Capstone Paper Overview**

Paper should be formatted using the guidelines from the *Publication Manual of the American Psychological Association (6th ed.-second printing) (2009)* and be no more than 30 pages in length - exclusive of tables and references.

- **Abstract**
- **Background and Significance**
  Outline of the problem to be addressed, relevance of the problem and proposed solution.
- **Literature Review**
  Specific discussion and thoughtful critique of recent evidence that helps to support the rationale for the problem as well as the proposed solution or inquiry.
- **Project Purpose**
  Specially state the purpose of the project and list the project goals. The project goals should be specific and measurable and form the basis for the evaluation plan.
- **Design and Methods**
  Project overview including timeline, data collection and analysis plan, anticipated findings/outcomes.
- **Data Analysis and Interpretation**
  Detailed description of data analysis including interpretation of results.
- **Strengths and Limitations**
  Address strengths and limitations of the capstone.
- **Implications and Future Directions**
  How will project remain sustainable? How can it be applied and or replicated in other settings? Address implications and future directions for practice, advanced practice nursing, policy and research.
- **Conclusion**

**Graduation Requirements**

DNP Students are required to:

- Complete the Capstone under the guidance of their faculty advisor and Capstone mentor
- Submit the Capstone paper according to the overview listed above
  - Note: Students will build the paper throughout the curriculum and specific content requirements will be addressed in the three Internship courses and final Capstone course
An expert in the student’s Capstone topic may be requested by the faculty or student to review the content.

The student will be responsible for facilitating contact with the chosen expert.

- Complete an oral presentation and defense featuring a Power Point presentation outlining the Capstone.
  - This presentation represents the DNP student’s oral defense of their work. The presentation will be attended by both members of the committee and content expert if applicable.
  - The committee will grade the defense according to the *Criteria for Grading DNP Capstone Presentation and Defense* (see Appendix K). The DNP student will meet with the faculty committee immediately following the presentation. The committee must both agree that the defense was satisfactory and recommend the student for graduation.
  - In the event that the student does not meet the standards for a satisfactory presentation and defense, the DNP faculty will work with the student to develop a remediation process. The student will then be required to complete paper revisions and/or repeat the oral presentation and defense.
  - The defense is open to the student’s community partner and the public.

- Students must present their Capstone on campus to the UND community prior to graduation.
- Submit at least one abstract/manuscript for presentation and/or publication.
- A DNP Student Checklist is available in Appendix L.

### DNP Scholarly Projects/Capstone Projects Sample Titles

A list of examples of DNP Capstones can be found in Appendix M.

### DNP Clinical Hours Log

DNP students are required to keep a log of their clinical hours during the program. 540 Contact hours (12 credit hours) will be completed during the DNP curriculum. An example of the log is noted below.

#### DNP Clinical Hours Log

<table>
<thead>
<tr>
<th>Essential 1: Scientific Underpinnings for Practice</th>
<th>Date and Activity</th>
<th>Description and Relationship to Essential</th>
<th>Hours</th>
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</table>
Applying for Graduation

Student and Faculty Responsibility

It is the responsibility of the student and faculty to become informed and to observe all regulations and procedures required by the University, the Graduate School Catalog and not the program in which she or he is enrolled. The student is responsible for reading the Graduate Catalog, all contracts for employment, the terms and conditions of any awards and correspondence from the various offices of the University. Each DNP student who presents a Capstone in completion of a degree must follow the CNPD guidelines. The student is responsible for knowing his or her academic standing and grade-point average. While the Graduate School attempts to notify students regarding any problems in the student’s progress toward a degree, the student alone is responsible for maintaining satisfactory academic standing and progress. The Graduate School expects all students and faculty to be aware of its policies and procedures. Ignorance of a rule does not constitute a basis for waiving that rule (2014-2015 Academic Catalog. The link to the 2014-2015 Academic Catalog is: http://und-public.courseleaf.com/graduateacademicinformation/thegraduateschool/

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

- Apply for graduation online at https://apps.und.edu/graduationonline/
- Observe the deadline for applications on the website
- Any “Incomplete,” “In Progress” or “Missing Grades” must be resolved prior to the recording of the degree. Please refer to the 2014-2015 Academic Catalog for the specific policy.
- All correspondence courses must be completed and grades recorded on academic record before a degree can be awarded.
- If student has participated in study abroad, the work needs to be recorded on the academic record prior to the recording of the degree. Please contact the International Centre at 777-4231 with any questions.
- Once the degree has been cleared by the college and recorded on student transcript, the academic record for that degree is frozen and changes cannot be made.
- Complete exit loan counseling before graduation if student has ever received a federal student loan at UND. Federal student loans include, but are not limited to: Direct, Stafford, GradPLUS, Perkins and Nursing Loans. This requirement must be completed online at UND.edu/financial-aid, click on Forms Quick Links in the left navigation.
- Contact Career Services for assistance with job search and career development.
- Purchase cap, gown, and tassel from the UND Bookstore if student plans to participate in the commencement ceremony. Master's and doctoral candidates will also need to purchase a hood.
- Order graduation announcements and class ring from the UND Bookstore (optional).
- To ensure that student receives diploma, please update home address and phone number on Campus Connection within 10 days following graduation.
- To request disability accommodations for the commencement ceremony, contact the Office of Ceremonies and Special Events at (701) 777-2724.
- Keep in touch with other University alumni through the UND Alumni Association at 1-800-543-8764 or www.undalumni.org.
- NOTE: The University of North Dakota reserves the right to deny the release of a student's diploma if that student has an outstanding accounts receivable balance in excess of $100. Questions can be directed to Student Account Services at (701) 777-3911.
- A DNP Student Checklist has been created for your use. See Appendix L.

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

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

Cap, Gown and Hood
These items may be purchased at the University Bookstore. When student has applied for graduation, student should receive information about the purchase of regalia. The hood is for a Doctor of Nursing Practice degree.

Financial Planning and Services

Financial Aid
Financial aid is one of the payment options. Tuition, financial aid, and scholarships can all vary based on the student. Information on financial aid can be found at http://und.edu/admissions/financial-aid/_files/docs/grad-fact-sheet.pdf

Tuition and Student Fees
Please see the University website for information about 2013-2014 Tuition and Fees. Tuition rates and student fees are always subject to change. http://und.edu/finance-operations/student-account-services/tuition-rates.cfm

*Current Nursing Program Fees: Graduate $41.67 per credit hour. Max of $5000. Additional course and/or program fees may be charged based on the student’s enrollment.

Scholarships
Students must be admitted into the UND College of Nursing to apply for scholarships. The application deadline is March 15 of each year. Application forms will be posted on the nursing website, with paper copies available at the Office of Student Services. Scholarships recipients are determined in the spring and awards are disbursed for the next academic year. Information and requirements to qualify for each scholarship are posted on the nursing website.
APPENDICES
All graduate students are assigned a permanent advisor upon admission to a nursing graduate track.

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

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

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

POLICY (605C)

Policy Number: 605c
Policy Name: Nursing Graduate Student Progression Policy
Reviewed by: Graduate School
Last Review Date: 10/24/2014

Progression

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

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

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

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

5. Students who wish to take an “incomplete” grade in a nursing course should see the current University Catalog policy on incomplete grade. NOTE: a student who has an “I” in a prerequisite nursing course in not permitted to take further courses in the specified course sequence. An incomplete must be requested by the student to be considered.

6. Students who withdraw from the program; for any reason, should contact their academic advisor and formally withdraw from each course in which they are registered through the Registrar’s Office. The student must submit a letter of notification of their withdrawal to the Graduate Track Director of their program. Please see University Graduate Academic Policies at http://und.edu/academics/registrar/_files/docs/catalogs/catalog-2011-2013.pdf on withdrawal procedures for further information.

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

8. Students must follow either the full time or part time curriculum plan for the track in which they are admitted or obtain permission from the track director.
APPENDIX C – GRADUATE STUDENT CLINICAL FAILURE, PROBATION AND REASSESSMENT (605B)

Policy:

1) A student may be placed on clinical probation by the Graduate Track Director for deficiencies in meeting clinical course objectives and/or violation of the University Code of Student Life.

2) The student may be placed on probation at any point in the clinical course based on the assessment of student performance.

3) The decision to place a student on probation may include input from the graduate faculty and clinical instructor(s)/preceptors. The evaluation of the student’s clinical performance is based on the professional judgment of the graduate faculty and clinical instructor(s)/preceptor.

4) The student will be evaluated during and at the completion of the probationary period. The Graduate Track Director may remove the student from probation, extend the probation period or move to dismiss the student from the program at any time. The student may appeal the decision to extend the probation period with the Nursing Graduate Department Chair.

5) The probationary contract may be terminated at any point by the Graduate Track Director before the probationary period is completed due to student clinical behaviors that threaten patient safety and well-being or violate professional standards. The procedure to dismiss the student from the program will be initiated.

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

7) Decisions made by the Graduate Track Director will be based on student performance during probation, past performance in the academic program, results of probationary meetings, and all student data relative to their graduate performance.

8) A student may be placed on clinical probation only once during the program. If a student is determined to require a second clinical probation, the student will be dismissed from the program.
Procedure

1. The student will be notified verbally of the probation and the reason(s) for the probation using the *Notification of Clinical Probation Form*. A letter will be sent within five working days of verbal notification of probation and include date, time and place for the meeting. The student will have five working days to prepare for the meeting.

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

3. The student will be evaluated during and at the completion of the probationary period using the *Clinical Probation Reassessment Form*.

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

5. These are academic proceedings and legal representation is not allowed during these proceedings.
NOTIFICATION OF CLINICAL FAILURE

Student Name:

MS Track:

Course Faculty:

Meeting Date:

Assessment of Clinical Failure Criteria:

Student Performance on each Course Objective:

Action of Faculty:

☐ Course Failure

☐ Mid-semester Warning

☐ Mid-semester Probation

The undersigned have reviewed this notification of failure and attest to the accuracy of the contents.

Course Faculty: ________________________ Date:________________

_________________________________ Date:________________

The undersigned have reviewed this notification of failure and attest to the accuracy of the contents. I understand that I may request to retake this course when it is offered. I also am aware that a second failure of this course or an additional failure in any graduate course will result in dismissal from the College of
Nursing and Professional Disciplines Graduate Program. I was informed that I have the right to grade appeal.

Student’s Signature: ____________________________   Date: __________________

Signed copies of this form are distributed to the student, track director, and maintained in the student files in the Office of Student Services, College of Nursing & Professional Disciplines.
NOTIFICATION OF CLINICAL PROBATION

Student Name:

MS Track:

Members of Probationary Conference:

Date of Probationary Meeting:

Student Conduct or Performance Deficiencies:

(The student's deficiencies identified by the faculty following review of feedback, evaluations, records, cases and/or other student program performance data)

Description of Probation:

Term of Probation:

(State the actual dates, ie February15-March15-2013)

Date for Reassessment:

(State the date for reassessment by committee)

Conditions of Probation:

(State the criteria that will be assessed and the performance expectations including the behaviors that may result in failure)

The undersigned have reviewed this notification of failure and attest to the accuracy of the contents.

Faculty: ___________________________________________ Date:__________________

_________________________________________ Date:__________________

_________________________________________ Date:__________________

Doctor of Nursing Practice Program 2014-2015 Page 44
Signed copies of this form are distributed to the student, track director, and maintained in the student files in the Office of Student Services, College of Nursing & Professional Disciplines. If the student is removed from probation, a Probation Reassessment and Action Form must be completed and placed in the student’s file.
CLINICAL PROBATION REASSESSMENT

Student Name:

MS Track:

Members of Faculty:

Date of Probation Reassessment Meeting:

Assessment of Probationary Criteria:

Term of probation completed:

(State the actual dates, ie February15-March15-2013)

Date for Reassessment:

(State the date for reassessment by committee)

Student Performance on each Probation Criteria:

(State the criteria from “Notification of Probation Form”, the student performance on each criteria during probation, and rate each criteria as met or unmet)

Action:

☐ Course Failure  ☐ Continued Probation (state revised term of probation with date for reassessment)

☐ Removed from Probation  ☐ Other (describe action)

The undersigned have reviewed this notification of failure and attest to the accuracy of the contents.

Faculty: ____________________________________ Date: ______________

Track Director:______________________________ Date: ______________
Signed copies of this form are distributed to the student, members of the probationary committee and maintained in the student files in the Office of Student Services, College of Nursing & Professional Disciplines.

Approved by Nursing Graduate Council 2/1/2013
Reviewed by Graduate School 4/12/13
Approved by Nursing Faculty 10/24/14
### Nursing Student Conduct Standards Policy

#### Introduction:

The College of Nursing and Professional Disciplines seeks to promote and ensure academic honesty and integrity among students. The goal of this policy is to promote an environment which maintains the ethical and professional standards as established by the American Nurses Association Code of Ethics [http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses](http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses) and the UND Code of Student Life [http://und.edu/student-affairs/code-of-student-life/](http://und.edu/student-affairs/code-of-student-life/)

#### Conduct Standards:

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

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

#### Academic Misconduct

1. Cheating:
   
   a. Copying another student’s academic work (i.e. tests, assignments, papers, quizzes)
   
   b. Possessing or using materials not authorized by faculty for course tests and assignments
   
   c. Submitting work that has been completed by others. This includes any required course work.
d. Collaborating with or seeking aid from another student or source during a test or assignment without permission from the instructor

e. Improperly obtaining unauthorized copies of an examination or assignment before or after its administration and/or passing it on to other students.

f. Misrepresenting your attendance or the attendance of others in a course or clinical experience.

g. Plagiarism
   • Submission of the same or substantially similar work of another person
   • Improper documentation of quotes, words, ideas, or paraphrased passages taken from published or unpublished sources
   • Use of another student’s work while representing it as your own
   • Unauthorized submission of a paper as original work in one course when credit has been received in another course.
   • Attempts to receive credit for group work when a group member has not participated or contributed to the group project.

h. Inventing, altering or falsifying any data, citation or information in any assignment or in any learning experience

i. Colluding with another student to commit or attempt to commit an academic integrity violation or failure to report the suspected violation to a faculty member

**Professional Misconduct**

a. Violation of course policies posted in course syllabi.

b. Violation of professional code of ethics.

c. Engaging or contributing to any activity which obstructs the teaching, research and service missions of the college.

d. Habitually arriving late or leaving early from educational experiences without prior faculty permission.

e. Interacting with faculty, staff and agency personnel in nonprofessional manner.

f. Violation of dress code policy as established by the college and clinical agencies.

g. Bringing family members, guests and pets to the classroom and any college related professional activity without prior consent from faculty.

h. Falsifying information of any kind or misrepresenting information to the college or university.

i. Unauthorized accessing or revealing confidential information regarding faculty staff or students.

j. Unauthorized accessing or revealing confidential information regarding patients in clinical settings.
k. Theft, damaging, defacing or unauthorized use of university, college or clinical agency property
l. Inappropriate use of electronic devices in the classroom and clinical setting
m. Inappropriate use of social media that violates standards of academic and professional conduct of the college and university

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

**Disciplinary Sanctions**
Upon completion of investigation,
1. Course faculty will determine if sanctions will occur within the course or will be referred to the Vice Dean of the college.
2. Course sanctions may include but are not limited to, grade reduction, failure of the assignment, failure of the course.
3. Course sanctions will be communicated in writing to the student/students by the course faculty.
4. Incidents of misconduct that are deemed to have broader impact as determined by course faculty will be referred to the Vice Dean for disciplinary sanction.
5. Sanctions by the Vice Dean will be communicated in writing to the student/students involved in the occurrence.
6. Documentation will be placed in student file.
**Student Appeals Process and Dismissal**

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

**Exam Security Policies and Procedures**

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

**Testing Procedures**

These guidelines must be followed when administering an exam.

Guidelines for exam administration on campus:

1. There must be at least one seat in between each student during testing. This may require splitting the group in two different rooms each with a proctor.
2. All tests should be proctored for the entirety of the exam by a faculty member or graduate student assistant.
3. Make up exams must be in an alternate format and different than the exam given to the class.
4. If a student has documented accommodations for testing, it is the faculty member’s responsibility to make arrangements based on the guidelines from DSS.
5. Any suspected or observed cheating should be reported as outlined in the misconduct reporting process.
6. Upon completion of the exam, exam material must remain in the possession of the faculty/proctor at all times.
7. Exam review must be directly supervised by course faculty.
8. Online students must comply with CILT requirements for testing.

Student requirements during examination administration

1. No hats or sunglasses are to be worn during an exam.
2. All electronic devices must be turned off during an exam or exam review.
3. All student belongings, including backpacks, cell phones must be at the front of the room during testing.
4. No food is allowed during an exam. Water only is allowed in clear containers at the discretion of the faculty.
5. Students will not be allowed to leave the classroom during an examination. If the student leaves the room, the exam will be submitted for grading at that time.
6. All exam materials must be turned in prior to leaving the classroom.
7. Exams will be subject to video surveillance.
Honor Code:
I pledge my commitment to the professional and academic values of the College of Nursing and Professional Disciplines. I will act with honesty and integrity. I will strive for academic excellence. I will respect all those involved in my educational experiences. I accept responsibility for my professional, academic and clinical actions.

Signature_________________________________ Date___________________

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

Signature_________________________________ Date___________________

Approved by Undergraduate Nursing Council 03/08/13
Approved by Nursing Faculty 04/19/13
APPENDIX E – ACADEMIC GRIEVANCE POLICY FOR STUDENTS

(236)

Policy Number: 236  
Policy Name: RESOLUTION OF STUDENT ACADEMIC ISSUE  
Reviewed by: Nursing Faculty  
Last Review Date: 10/24/14

STUDENT ACADEMIC ISSUE FLOW DIAGRAM

Discuss with Faculty Member-Involved

If Not Resolved

Discuss with Faculty Member, Course Coordinator, and/or Chair

If Not Resolved

GRIEVANCE PROCEDURE
See Procedure 236a

If Not Resolved

DEPARTMENT OF NURSING
STUDENT APPEALS BOARD

If Not Resolved

DEAN

If Not Resolved

UND STUDENT ACADEMIC STANDARDS COMMITTEE

- Academic Grievance Definition: Refer to current UND code of Student Life (see below)
An issue regarding admission/readmission is not covered by this policy. Refer to policies on admission and readmission.

Policy:

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

UND Code of Student Life

IIIa-2 ACADEMIC GRIEVANCES


A. Definition

The term “academic grievance” is defined as: A statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, quality of instruction) which is thought by the student to be unfair.

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

B. The Grievance Process

1. Each undergraduate, graduate, and professional school or college shall have written procedures for academic grievances. Unless a school or college has specified a shorter time, a student must initiate a grievance within 120 calendar days from the recording of the final grade (including an “Incomplete”) in the course in which the grievance arose. These procedures are to begin with discussion between the
grieving student and the faculty member, committee, or administrator with whom the student has a grievance. If the grievance is not resolved at this stage, then the student may advance the grievance through the procedures of the college or school in which the grievance originated. (In grievances brought by School of Graduate Studies students that involve School of Graduate Studies policies, the relevant school is the School of Graduate Studies.)

2. Grievances not resolved at the level of the academic unit may be brought by any of the parties to the Student Academic Standards Committee (Registrar’s Office) within 30 calendar days of the final decision of the academic unit (college/school). If the grievance results from an action of a committee not associated with a specific college, it may be taken directly to the Student Academic Standards Committee. Grievances must be presented in writing to the chair of the committee. This written statement should describe the grievance, indicate how it affects the individual or unit, and include the remedy sought from the committee. All documents pertinent to the review must accompany the grievance. It will be the committee’s charge to review the academic grievance, consult with all parties significantly involved in the grievance, tape record its proceedings, and make a final decision within a reasonable length of time (not to exceed 20 school days, except upon agreement of the parties or the inability of the committee to make a quorum) after the grievance has been filed. All submitted documents will be made a permanent part of the student’s educational record. A copy of the decision will be sent to the originator of the grievance, the dean of the unit involved, and those against whom the grievance originated. This committee has the authority to resolve the grievance by such actions as upholding an earlier decision, requiring a re-examination or review, and, in extreme cases, changing a grade. The committee, however, has no authority to take or recommend disciplinary action in these cases either with faculty, administrators, or students or to require permanent changes in classroom, administrative, or committee procedures. The decision of this committee is the final step in the University Academic Grievance process.

3. Students who wish to challenge specific data or information in an educational record or who wish to amend their records should refer to Section 8-3-F of the Code for procedures.
## APPENDIX F – ACADEMIC GRIEVANCE PROCEDURE FOR STUDENTS (236A)

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>236a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>ACADEMIC GRIEVANCE PROCEDURE FOR STUDENTS</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty Organization</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>10/24/14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Responsibilities</th>
<th>Faculty Committee or Administrative Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student first discusses the issue with the faculty member involved and attempt to resolve the issue.</td>
<td>The faculty member involved is responsible to meet in good faith with the student to attempt to resolve the issue and to document the meeting. Copy(s) of documentation to be given to the student. The student will be informed of the decision regarding the issue in writing by the faculty member.</td>
</tr>
</tbody>
</table>

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

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

If the issue is not resolved at this point, the grievance process may then be initiated by the student. The student may discuss the grievance procedure with his/her faculty academic advisor for clarification.
The student may proceed by stating in writing his/her intent to initiate the grievance procedure to the party involved within 10 school days from the time the issue was discussed and not resolved.

It is the student's responsibility to advance the grievance in accordance with the following procedure.

The student must first obtain the Student Grievance Statement Form from the Office of Student Services and/or Faculty advisor.

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

The student then:

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

b. Retains the original copy.

The student must schedule an appointment with the individual(s) with whom the issue originated. The original copy of the Student Grievance Statement Form is submitted to the involved individuals at this time. This will allow time for review of the grievance, prior to the formal review, by the individual(s) involved.

Upon receipt of the Student Grievance Statement, the individual(s) involved will meet with the student who initiated the grievance and attempt to resolve the issue in a timely manner (not to exceed 10 school days*). The individual(s) will complete the Statement of Decisions Related to Grievance Form and attach the original to the Student Grievance Statement and return it to the student for advancement. The copy of the form is submitted to the Admissions and Records Associate to be placed in the student grievance file.
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.)

DISPOSITION OF GRIEVANCE MATERIALS

The last faculty, 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, or administrators hearing the grievance. These shall be sealed and placed in the student grievance file in the Office of Student Services. Other copies of the grievance shall be destroyed by the Admissions and Records Associate upon completion of the grievance process. Only the Dean and/or the student can open the sealed envelope. The student shall inform the Director of the Office of Student Services in writing prior to graduation if they do not want the file to be destroyed. Otherwise, the grievance file shall be destroyed upon graduation.

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

* School day is defined as any day Monday through Friday in which University classes are scheduled to meet.
Approved by Undergraduate Nursing Student Concerns Committee 3/9/00
Approved by Student Concerns Committee 3/25/83; R 8/23/85; R 1/24/92; R 2/14/92; R 1/10/95; R 2/28/95; R 9/19/95
Editorial Changes by Student Concerns Committee 5/12/89; R 4/26/93
Critiqued by Legal Counsel Pat Seaworth 6/17/93
Approved by Faculty Organization 5/6/83; R 9/6/85; R 5/1/92
Critiqued by Legal Counsel, Jeremy Davis, General Counsel, UND, 9/7/95
Presented to Faculty Organization, 11/3/95
Approved by Nursing Faculty Organization 3/24/00
Approved by Nursing Faculty 10/24/14
APPENDIX G – STUDENT APPEALS BOARD POLICY (237)

Policy Number: 237
Policy Name: STUDENT APPEALS BOARD POLICY
Reviewed by: Nursing Faculty Organization
Last Review Date: 10/24/14

POLICY:

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

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

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

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

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

*School day is defined as any day Monday through Friday in which University classes are scheduled to meet.
USCC Taskforce 04/06/06
Approved by Student Concerns Committee 1/27/84; R 9/13/85; R 5/12/86; R 1/24/92; R 5/6/93; R 1/10/95; R 2/28/95; R 9/19/95; R 4/11/07
Critiqued by Legal Counsel, Jeremy Davis, General Counsel, UND, 9/7/95
Approved by Faculty Organization R 2/3/84; R 5/12/86; R 3/6/92; R 5/7/93; R 11/3/95
Editorial Changes by Student Concerns Committee 3/24/86
Editorial Changes by Undergraduate Nursing Student Concerns Committee 3/9/00
Approved by Nursing Faculty Organization 3/24/00; R 4/20/07
Approved by Nursing Faculty 10/24/14
Policy: Background Checks for Applicants and Students in the Department of Nursing

A. Applicability
This policy applies to all UND nursing students.

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

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

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

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

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

III. Clinical experiences are an essential element in certain professional programs. Students who cannot participate in clinical experiences due to criminal or other adverse activities that are revealed in a background check are unable to fulfill the requirements of the program. Additionally, many healthcare licensing agencies require individuals to pass a criminal background check as a condition of licensure or employment. Therefore, it is in everyone’s interest to resolve these issues prior to a commitment of resources by the Department of Nursing/UND, the student or applicant.

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

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

D. **Background Check Report**

I. **Obtaining a Background Check Report.** The Department of Nursing will designate an approved vendor to conduct the background checks and issue reports directly to Nursing. Results from a vendor other than that designated will not be accepted. Students must complete the background check through the approved vendor in order to assure consistency of collected data. The student is responsible for payment of any fees incurred in obtaining the required background check. If a
clinical agency requires an additional background check, students are responsible for any cost involved.

II. **Scope.** Background checks will include such things as the following: Social Security Report (address locator)

- County Criminal Record History (unlimited jurisdictions)
- National Sex Offender Public Registry Search
- National Criminal Database Search, includes but not limited to:
  - Multiple AOC/DOC/DPS criminal data sources
  - Federal Bureau of Investigation Terrorist List
  - Federal/State/Local Wanted Fugitive Lists
  - Sexual/Violent Offender Registries
- FACIS® Level 1 includes, but not limited to:
  - (OIG) Office of Inspector General List of Excluded Individuals
  - (GSA) General Services Admin. Excluded Parties Listing
  - (OFAC) Office of Foreign Assets Control SDN Search
  - (ORA/FDA) Office of Regulatory Affairs/Food & Drug Administration Debarment List
  - (ORI) Office of Research Integrity Administration Action List

III. **Rights.** Students and applicants have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant or student; the Department of Nursing will inform them of their rights and how to contact the designated company to challenge the accuracy of the report. The process and timeline are delineated in Procedure 207a.
APPENDIX I – CHEMICAL IMPAIRMENT POLICY (238)

Policy Number: 238
Policy Name: CHEMICAL IMPAIRMENT POLICY
Reviewed by: R
Last Review Date: 4/14/98

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 as follows:

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

IDENTIFICATION:

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

REPORTING:

When a faculty member or preceptor becomes aware of suspected chemical impairment she/he will:

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

4. If chemical impairment is suspected, intervention is indicated.

INTERVENTION:

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

1. The student will be referred to the University of North Dakota Counseling Center for an evaluation by a licensed addiction counselor at no cost to the student.

2. If chemical abuse is identified, the student will be referred to the University of North Dakota Counseling Center for their chemical abuse education program.

3. Documentation of intervention will be placed in student’s medical file.

OUTCOME(S):

1. Students unable to make appropriate professional 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.

Approved by Student Concerns Committee, 9/19/95; R. 1/24/97; R. 2/14/97; R. 3/13/98
Approved by Faculty Organization, 11/3/95; R 10/10/97, R 4/14/98
Modified from the American Associate of Colleges of Nursing position statement, January 1994.
Reviewed by Dr. Robert Klinkhammer, LCSW.LAC UND Social Work Department
Reviewed by Student Concerns 4/95
Reviewed by Dean Lois Merrill 4/95
Reviewed by Legal Counsel, Jeremy Davis, General Counsel, UND, 9/7/95
Reviewed by Affirmative Action, Sally Page, September 19, 1995
Reviewed by Legal Counsel, Charles D. Evans, General Counsel, UND, 11/21/97
POLICY

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

Students may not refuse to care for those infected with BBPs without sound medical reason to do so. Students, who are infected by one or more of the BBPs, will be reasonably accommodated to allow continuation of their education. Determinations relating to provisions in this paragraph will be made on an individual basis, in accordance with current medical practice and/or U.S. Public Health Service (CDC) guidelines. It is the responsibility of the student to notify his/her clinical instructor of any special circumstances he/she may have which would affect clinical assignments.

In the event of an exposure, it is the student’s responsibility to inform his/her instructor, preceptor and/or agency contact person as soon as it is safe to do so. Students will follow the Bloodborne Pathogen Post-Exposure Protocol (procedure 128a) and are required to comply with reporting requirements listed within that document. All students have access to this policy in their respective Nursing Program (Undergraduate and Graduate) Student Handbook.

Approved by Dean Merrill 8/25/93
Approved by Student Concerns Committee 9/13/96; R 01/19/2011
Presented to Faculty Organization 9/17/93; 10/4/96; Reviewed 8/96, 8/98, 8/99
Approved by Nursing Faculty Organization R 02/19/11
Approved by Nursing Faculty 10/24/14
APPENDIX K – CRITERIA FOR GRADING DNP CAPSTONE PRESENTATION AND DEFENSE

UNIVERSITY OF NORTH DAKOTA
COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES
Criteria for Grading DNP Capstone Presentation and Defense

STUDENT: ___________________________________________________ DATE: ________________________

ADVISOR: __________________________________________________________________________________

COMMITTEE MEMBER: __________________________________________________________________________

CAPSTONE PAPER APPROVED       YES  NO

Instructions: Each committee member will use a separate grading sheet. The criteria below are considered to be applicable to the evaluation of the Capstone Presentation and Defense. The examination grade of Pass or Fail is determined by tallying the satisfactory and unsatisfactory ratings for each committee member. For the presentation to be accepted as Satisfactory, both members must indicate that the student has received satisfactory marks in ten out of ten criteria.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SATISFACTORY</th>
</tr>
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<tbody>
<tr>
<td>1. Demonstrated depth of knowledge.</td>
<td>____________</td>
</tr>
<tr>
<td>2. Demonstrated breadth of knowledge.</td>
<td>____________</td>
</tr>
<tr>
<td>3. Based Capstone on pertinent clinical knowledge and applicability to practice.</td>
<td>____________</td>
</tr>
<tr>
<td>4. Synthesized relevant knowledge to support the topic.</td>
<td>____________</td>
</tr>
<tr>
<td>5. Demonstrated critical thinking in development of project design.</td>
<td>____________</td>
</tr>
<tr>
<td>6. Demonstrated critical appraisal of project results</td>
<td>____________</td>
</tr>
<tr>
<td>7. Derived meaningful, defensible conclusions, including strengths, limitations of project.</td>
<td>____________</td>
</tr>
<tr>
<td>8. Summarized implications, future directions, and sustainability of project.</td>
<td>____________</td>
</tr>
<tr>
<td>9. Presentation followed required guidelines.</td>
<td>____________</td>
</tr>
<tr>
<td>10. Overall presentation was thoughtful, professional and organized.</td>
<td>____________</td>
</tr>
</tbody>
</table>

TOTALS: Satisfactory = __________  Unsatisfactory = __________
Comments: (In addition to your general comments, you are required to provide the reasons for unsatisfactory marks and identify the student's missed opportunity to successfully demonstrate the criteria.)
APPENDIX L – DNP STUDENT CHECKLIST

UNIVERSITY OF NORTH DAKOTA CNPD

DNP Student Checklist

Upon admission to the DNP program, completing the following tasks is required for all doctoral students during tenure with the CNPD. The checklist provides a general sequence of events. Please note that in order to complete some items, previous items will need to have been completed. Students will work with their advisors to complete the list.

_____ Advisor assigned on admission by the Associate Dean for Graduate Studies.

_____ Submit and complete all required CNPD verifications and requirements. Note: some verifications and requirements are yearly and others are a one-time requirement.

_____ File Program of Study (POS) with the CNPD. This will be forwarded to the UND School of Graduate Studies. The POS should be completed during the first semester of coursework.

_____ Capstone Advisor assigned at the beginning of DNP Internship I

_____ Submit IRB forms for Capstone

_____ File Topic Proposal for the Capstone with the CNPD, once IRB approval is received, which will be forwarded to the UND School of Graduate Studies – must be filed at least one semester prior to when you wish to graduate.

_____ Advance to Candidacy – this will occur once your POS and Topic Proposal have been accepted by the UND School of Graduate Studies.

_____ Present and defend Capstone during last semester in the DNP program.

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

_____ Submit an electronic copy of your Capstone to your Capstone advisor and the CNPD’s Office of Student Services.

_____ Advisor completes and submits “Final Report on Candidate” to the CNPD and the UND School of Graduate Studies.

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

http://www.graduateschool.und.edu/
APPENDIX M – EXAMPLES OF DNP CAPSTONES

Examples of DNP Capstones (Adapted from the National Organization of Nurse Practitioner Faculties (2013).  http://nonpf.com/displaycommon.cfm?an=1&subarticlenbr=27)

These project titles were shared by the universities as listed as examples of projects completed by DNP students. The abstracts are not included. DNP graduates and/or their faculty advisers’ names are not listed.

UAB School of Nursing Doctor of Nursing Practice Program

Development of a Multidisciplinary Emergency Medicine Triage System

Safe Foot Care in African American Type 2 Diabetes

Artificial Hydration at End of Life: Evidence Based Guidelines for Approaching Decision-Making Conversations

Promoting Nutritional Awareness and Improving Dietary Habits: A Community Based Approach

A Multi-factorial Tailored Intervention to Improve Adherence in Uninsured and Underserved African Americans with Hypertension

Evidence Based Practice Update for Nurse Practitioners in Urgent Care

Gerontological Nursing Education for Implementation of an Acute Care of Elders (ACE) Model

An Interdisciplinary Project Using a Solution-Focused Approach to Update Healthcare Provider’s Knowledge of Diabetes in the Delivery of Consistent, Accurate, and Adequate Diabetes Education

Strategies to Improve Patient Flow in an Urgent Care Facility

Empowering Community Health: A Faith-Based Approach

University of Kentucky School of Nursing Doctor of Nursing Practice Program

Teenage Pregnancy: An Impact Evaluation of the Healthy Choices Abstinence Program

Title of Project: Integrated Model of Dementia Care in a Nursing Home

An Evaluation of a School Based Asthma Protocol

A Heart Failure Self Management

Tele=Visitation: A Strategy to Reduce Distress Among Isolated Blood and Marrow Transplant Patients Post-transplantation
An Evidence-Based Toolkit to Prevent Meningococcal Meningitis in College Students
Implementation of Group Visits into a Family Medicine Clinic and Residency Training Program
An Evidence Based Ovarian Cancer Education Toolkit: A Pilot Study
Consequences, Prevention and Treatment of Childhood Overweight and Obesity
S.O.S. Project (Supporting Other Sisters)
Mothers Offering Mothers Support (MOMS): A Pilot Study Intervention to Increase Social Support and Decrease Depression in Postpartum Women
Prevalence of Symptoms in Multiple Sclerosis Patients

University of Maryland School of Nursing Doctor of Nursing Practice Program

Measures of Pain and Acceptance of Ductal Lavage in Women from Families at High Genetic Risk of Breast Cancer
The Use of Documentation Prompts as an Intervention Strategy for Primary Care Providers Managing Children in Out of Home Placement
The Predictive Value of Second Trimester Blood Pressures on the Development of Preeclampsia
Use of the Electronic Health Record in the Measurement of Nurse Practitioner Performance
Nursing Informatics Certification and Competencies: A Report on the Current State and Recommendations for the Future
Perceptions of Body Image, Body Satisfaction, and Knowledge of Obesity-Related Health Risks among African American College Students

Duke University School of Nursing Doctor of Nursing Practice Program

Providing Oncology Patients with Online Access to Lab Results at Memorial Sloan Kettering Cancer Center
W.A.T.C.H. Mobile Health Clinic (a performance improvement project based on the Diffusion of Innovation Model focusing on colorectal cancer screening)
Improving adolescent diabetes management through a school-based diabetes care initiative
Divine Design: Development of a Web-Based Health Information Database and Call Center
The Impact of the ACES (Asthma Control and Elimination of Symptoms) Program on Children with Asthma
Translation of Autism Screening Research into Practice