Dean’s Message

Welcome Students!

I’m very pleased to welcome you to the University of North Dakota. Congratulations on embarking on your new career in nursing with us. You are entering an exciting time in the delivery of health care in the state of North Dakota and throughout the nation, and your experiences with us will provide the knowledge, skills, and abilities to lead the way. During your studies in the College of Nursing & Professional Disciplines you will engage with challenging courses, exceptional faculty, and wonderful mentors. And, you’ll meet lifelong friends and colleagues. Our faculty and staff are here to support your program of study and will assist you with all the phases of your academic journey.

We have prepared this Baccalaureate of Science in Nursing Handbook to provide you with information about academic and general student matters that can facilitate your learning experiences and interactions in the College and at UND. Please review this handbook and the Department of Nursing handbook prior to signing the acknowledgement statement, posted at the link provided to you. Other resources that will help you are the University of North Dakota Undergraduate and Graduate Academic Catalog and the UND Code of Student Life. These publications are available online or at the Registrar’s Office and the Dean of Students Office.

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

Wishing you a successful school year!

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Professor and Dean
College of Nursing and Professional Disciplines

Stephanie Christian, RN, MS
Undergraduate Program Chair
College of Nursing and Professional Disciplines
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BACCALAUREATE NURSING PROGRAM
POLICY 401

OBJECTIVES
The Undergraduate Nursing curriculum prepares professional nurses to work in a variety of settings, building upon a foundation of liberal arts, sciences and nursing to produce a graduate who will be able to:

- Assume responsibility for leadership and management within healthcare systems that are influenced by health care policy, economics, and regulatory environments.
- Utilize theoretical and research evidence to inform practice and make clinical judgments, in collaboration with other team members.
- Demonstrate competency in integrating innovations in patient care technology while maintaining the patient as the focus of care.
- Communicate and collaborate effectively while working with individuals, families, groups, populations and the health care team to improve health care outcomes.
- Demonstrate values consistent with the practice of professional nursing, including caring, honesty, civility, social justice, and respect for all persons.
- Demonstrate knowledge, skills, and attitudes necessary to provide safe, competent nursing care with diverse populations across the life span.

BSN TRADITIONAL PROGRAMS
The Department of Nursing offers several options which lead to a Bachelor of Science in Nursing.

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

ACCELERATED OR BAC2 TRACKS
A bachelor's degree in a field other than nursing is required. Once admitted to the program, students complete nursing courses in four academic terms - three semesters and a summer. Courses are offered through the Division of Distance Education, but students are required to attend on campus and clinicals are completed in the Grand Forks and surrounding region.

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

ADVISEMENT AND REGISTRATION

ACADEMIC ADVISEMENT
Each undergraduate student is assigned an advisor in the Office of Student Services and a faculty advisor. Students are strongly encouraged to see your Office of Student Services advisor each semester. Advising includes much more than course selection. It is especially important to see an advisor prior to admission to the program, prior to each registration period, and prior to graduation from the program. Students are ultimately responsible to see that all academic requirements are complete, but advisors are here to assist you whenever possible. When possible, it is helpful if you can make an appointment in advance. Advisor assignment is available in Campus Connection, or students may inquire at the Office of Student Services. Faculty advisors are available to assist students with academic questions or concerns.
OTHER PROVISIONS
Clinical placement is a prerequisite for graduation from the nursing program. The Department of Nursing makes no guarantee that the student who has a finding of concern in their background check report and is nonetheless permitted to enroll in the program will be able to be placed at a clinical facility. Further, graduation from Nursing does not guarantee that the student can be registered, permitted or licensed under state law.

Falsification of information, including omission of relevant information, will result in denial of admission or dismissal from the educational program.

Criminal activity that occurs while a student is in attendance at the University may result in disciplinary action, including dismissal and will be addressed through the College’s and University's academic or disciplinary policies.

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

BSN TRADITIONAL PROGRAM ADMISSION POLICY

OVERVIEW
In order for students to assure their nursing program application will be considered, applicants must apply for admission to University of North Dakota (UND) and submit required documentation by the posted UND deadlines. Student must be admitted to UND prior to applying to the Nursing program.

ADMISSION COMMITTEE AND SELECTION PROCESS
The admission review committee will be composed of the Director of the Office of Student Services, the Undergraduate Nursing Department Chair and an assigned full-time faculty member(s). Admission decisions are made using a blind review process. Applicants who are not granted admission for the semester they requested are notified and are eligible to reapply in a later semester. A limited number of students will be placed on a waiting list if there is an excess of qualified applicants. In the event that a student has not received notification in the above stated timely fashion, it is the student's responsibility to contact the Office of Student Services in the Department of Nursing to inquire about the status of their application.

TRADITIONAL ON CAMPUS BSN PROGRAM ADMISSION
Traditional BSN courses are sequenced to build upon one another over five semesters. Students may begin the five-semester sequence in either the Fall or Spring semester. The Undergraduate Nursing Program will admit students twice per academic year to fill the Spring and Fall Semester classes. Students who currently hold an LPN license must meet the same criteria for standard admission and will not be eligible for direct admission.

DIRECT ADMISSION
Direct Admission is a criterion-based early admission program for pre-nursing students who have exemplary academic performance during high school. Direct admission will be limited to the top 20 qualified candidates. Direct admissions will occur once per academic year in the fall semester. Students who are not selected for direct admission must apply for admission to the traditional BSN program through the standard admission process.

1. Admission Criteria for Direct Admission (students must meet all criteria):
• Must be admitted to the University of North Dakota as a full-time freshman student and have declared their intent to pursue a baccalaureate degree in nursing on their admission application.
• Must have earned a high school GPA of 3.5 or higher.
• Must have earned a composite ACT score of at least 27 or a combined SAT score of at least 1210 in the previous 2 years.
• Preference will be given to those students graduating from an ND high school.
• No transfer students will be admitted through direct admission.
• Direct Admission will be limited to the 20 students with the highest combined high school GPA and ACT or SAT scores. In the event of a tie, admission will be determined by random selection.

2. Progress Criteria for Direct Admission Students
• Must submit an application to the Traditional On-Campus BSN program in the fall of their 2nd undergraduate academic year for Spring admission.
• Must maintain a cumulative GPA of 3.5 in all UND undergraduate coursework up until admission to the nursing program.
• Must obtain a minimum grade of B or higher in all 'core' courses.
  o English Composition 120 or 125 or 130
  o Psychology 111
  o Sociology 110 or 115 or Anthropology 171
  o Chemistry 116/Lab Organic Biochemistry (or Chemistry 122/Lab & Biology 150, 151/Labs)
  o Anatomy 204 (Human Anatomy) and 204 Lab
• Must obtain a C or higher in all other prerequisite nursing coursework.
• No withdrawals or repeats will be allowed in any nursing prerequisite coursework.
• Must also meet all criteria for standard admission.
• If a ‘direct admit’ does not maintain all of the above listed criteria they will not retain their ‘direct admit’ status, but their application for the traditional BSN program will be considered with the competitive applicant pool.

STANDARD ADMISSION

1. Admission Criteria for Standard Admission:
• Admission to the University of North Dakota.
• A minimum cumulative and UND grade point average of 2.75.
• Preference will be given to students completing all prerequisite coursework at the University of North Dakota.
• Achieve minimum score of "Proficient" on ATI TEAS test.
• Completion of the following courses or equivalents with a letter grade of a C or better:
  o *English Composition 130
  o *Psychology111
  o *Sociology 110 or 115 or Anthropology171
  o *Chemistry 116/Lab Organic Biochemistry (or Chem122/Lab & Biology 150 & 151 & Labs)
  o *Anatomy 204 (Human Anatomy) and 204 lab
  o Math 103 College Algebra
  o Chemistry 115 & Lab or Chemistry 121 & Lab
  o Developmental Psychology 250 or Abnormal Psychology 270 (both required by August 15 for Fall admission or December 31 for Spring Admission)
• Completion of the following courses with a grade of “C” or better prior to beginning nursing courses:
  o Microbiology 202/Lab
  o Human Physiology 301
  o Nutrition 240
• *Core courses used in admission calculation
• Core nursing prerequisite coursework may be repeated or withdrawn from a maximum of one time per course

ADMISSION ACCEPTANCE CRITERIA

Upon notice of admission to the Traditional BSN On-Campus Nursing Program students must submit the signed admission acceptance form and a non-refundable deposit towards the program fee by the date indicated on the Admission Acceptance form. Failure to return the acceptance form and deposit by deadline will result in loss of nursing placement. Current verifications and designated background check, with acceptable results, will be required and details are provided in admission letter.

ADMISSION OF TRANSFER OF NURSING STUDENTS

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

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

*See APPENDIX A for Pre-Nursing and Traditional BSN Nursing Curriculum

RN/BSN PROGRAM ADMISSION POLICY

POLICY 215

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

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

Prior to application, the following must be completed:

• Admission to the University of North Dakota.
• All transcripts from other universities or colleges must be submitted to the University of North Dakota. Transfer course equivalency must be determined by official transcript. If transfer courses are not deemed equivalent on the official transcript, the student may submit a petition to review course work for course equivalency. This form must be submitted prior to the application deadline.
• Minimum 2.75 overall and UND GPA.
• Submission of copy of a current, unencumbered RN license.
• Completion of the following courses with a grade of “C” or better
  o English Composition II
  o Introduction to Psychology
  o Introduction to Sociology, Social Problems, or Cultural Anthropology
  o Developmental Psychology
  o Anatomy
• Physiology
• General Nutrition
• Statistics
• Microbiology
• Pharmacology

• Completion of the UND Public Health Clinical Approval form. The RN to BSN program may not be able to accommodate public health clinical experiences in some states due to specific State Board of Nursing regulations. Clinical placements in the states of North Dakota and Minnesota do not need to be cleared with those Boards of Nursing. Applicants in all other states must contact their State Board of Nursing for completion of the UND Public Health Clinical Approval Form as part of the application process. Admission to the RN to BSN program is based on the state regulations regarding clinical placement and the programs ability to meet those requirements.

Important: Dates:

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

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

ADMISSION ACCEPTANCE REQUIREMENTS:

Upon notice of admission to the RN to BSN Nursing Program, students must submit the signed admission acceptance form and a non-refundable deposit towards the program fee by the date indicated on the Admission Acceptance form. Failure to return the acceptance form and deposit by deadline will result in loss of nursing placement. Current verifications and designated background check, with acceptable results, will be required and details are provided in the admission letter.

*See APPENDIX B for RN/BSN Program Nursing Curriculum

RN-BSN POLICIES

POLICY 218

Credit for nursing courses may be established by direct transfer for the graduate of a regionally accredited Associate Degree (A.D) program or through evaluation by the Department of Nursing (DON).

CNPD Department of Nursing students who are graduates of Associate Degree programs of nursing may wear a name pin with "R.N." following their name and may sign "R.N." after their name when in a clinical site if they are currently licensed in the state of the clinical site.

In consultation with their faculty advisor, registered nurse students enrolled in the Department of Nursing may be permitted to challenge nursing courses prior to the completion of prerequisite support courses.

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

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

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

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

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

APPLICATION CRITERIA

- Admission to the University of North Dakota.
- Current transcripts from all other universities or colleges attended have been received by UND.
- Transcripts should reflect course equivalency. Petitions must be submitted prior to application deadline to determine course equivalency if necessary.
- Bachelor’s degree posted on official transcript by application deadline, from a regionally accredited institution.
- Complete application for admission to the CNPD Baccalaureate Nursing Accelerated Curriculum Program.
- Submission of two references using posted Reference Form.
- Signature on Functional Abilities Release Statement.
- A minimum overall and UND grade point average of 2.75 required, 3.00 preferred.
- Documented completion of at least 5 of the following courses or equivalents and their pre-requisites with a letter grade of a C or better. All of the following courses must be completed and documented prior to beginning nursing courses.
  - Microbiology 202/202L or 302/302L
  - Chemistry 116/Lab Organic Biochemistry (or Chem122/Lab & Biology 150 & 151 & Labs)
  - Anatomy 204 (Human Anatomy) and 204 lab
  - Physiology 301
  - Developmental Psychology 250
  - Nutrition 240
  - Statistics
  - Pharmacology 315
SELECTION PROCESS

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

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

ADMISSION ACCEPTANCE REQUIREMENTS:

Upon notice of admission to the Baccalaureate Nursing Accelerated Curriculum Program, students must submit the signed admission acceptance form and a non-refundable deposit towards the program fee by the date indicated on the Admission Acceptance form. Failure to return the acceptance form and deposit by deadline, will result in loss of nursing placement. Current verifications and designated background check, with acceptable results, will be required and details are provided in the admission letter.

All students are required to meet UND’s Essential Studies requirements for graduation, however students who have a degree from a North Dakota University System school or a school belonging to Minnesota State Colleges and Universities System will be considered to have met those requirements. Students with degrees from other universities may be required to take additional Essential Studies courses.

*See APPENDIX C for Accelerated BSN (BAC2) Program Curriculum

PRACTICAL NURSING PROGRAM CREDIT TRANSFER

POLICY 255

ASSOCIATE OF SCIENCE PRACTICAL NURSING PROGRAMS (ASPN)

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

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

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

UNDERGRADUATE STUDENT FUNCTIONAL ABILITIES

POLICY 205

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

Requests for accommodation must be made upon acceptance of admission to the Nursing program. If after admission the student requires accommodation, the OSS must be notified. In addition, if a student wishes to request an accommodation, he/she must apply at Disability Services for Students (DSS), 180 McCannel Hall, 701-777-3425. DSS will verify the existence of the disability and a need for accommodations.

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

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

*See APPENDIX D for Undergraduate Nursing Student Functional Capabilities Form

**PLACEMENT FOR OUT OF SEQUENCE STUDENTS**

**POLICY 212**

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

- Students who drop nursing courses while maintaining UND enrollment, must request to be placed on a waiting list for nursing courses not completed. The student must place a request with their Office of Student Services (OSS) advisor to have their name placed on a waiting list to take the appropriate course or courses.
- If the student plans to withdraw from UND, that student will need to notify the OSS. If the student wishes to return to the Nursing Program, they must complete a College of Nursing and Professional Disciplines Leave of Absence form according to Leave of Absence (LOA) policy (226) in addition to their UND Withdrawal Report Form. If a LOA is requested, the student must place a request with their OSS advisor to place their name on a waiting list to take the appropriate course or courses. Course placement for students who have withdrawn or had LOA is on a first-come first-serve basis.
- Students will be moved from the wait list into courses based on space and resource availability. Students will continue taking courses in the sequential curriculum according to Policy 226. If there are more students on the wait list than spots available, the following criteria is applied to determine placement.
  - Ranking based on highest overall GPA. In event of a tie, UND Nursing GPA will be used.
  - Leave of absences and withdrawal take precedence over repeated courses.
- All unresolved issues will be decided by the Dean and/or designee.

**NURSING ACADEMIC INTERNSHIP AND COOPERATIVE EDUCATION**

**ACADEMIC NURSING INTERNSHIP**

NURS 393, Academic Nursing Internship, integrates nursing knowledge, skills and actions while working as a member of an interdisciplinary healthcare team. This course is designed to utilize the student's prior nursing course work to continue to develop clinical reasoning skills during the academic year. Qualified
nursing students are employed by selected healthcare agencies while enrolled in NURS 393 for academic credit. Eligibility includes admitted UND nursing students in good academic standing who have successfully completed NURS371 and NURS321. Enrollment is dependent on consent of employing agency and course faculty.

COOPERATIVE EDUCATION IN NURSING

NURS 397, Cooperative Education in Nursing, integrates nursing theory, clinical learning experiences and clinical reasoning skills. It is a full time experiential learning experience opportunity for UND nursing students during the academic summer sessions. Qualified nursing students are enrolled for academic credit while working in selected healthcare agencies in collaboration with UND nursing faculty. Eligibility includes admitted UND nursing students in good academic standing who have successfully completed NURS371 and NURS321. Enrollment is dependent on consent of employing agency and course faculty.

For further information regarding NURS393 Academic Nursing Internship or NURS397 Cooperative Education in Nursing, please contact course faculty.

CURRICULAR POLICES

ATI CONTENT EXAM POLICY PRE-LICENSURE STUDENTS

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

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

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

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

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

*See APPENDIX E for Procedure 409a: Distribution of ATI Materials to Students
*See APPENDIX F for Procedure 409b: ATI Schedule: Traditional Curriculum
*See APPENDIX G for Procedure 409b-ATI Schedule: BAC2 Curriculum
RETENTION OF STUDENT EXAMINATION AND GRADED COURSE MATERIALS

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

SENIOR HONORS GUIDELINES

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

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

Students of marked ability may pursue in their senior year a voluntary program of supervised independent study leading to the bachelor’s degree with honors in the major field of study. Interested students should refer to their advisor, the Honors Program Coordinator, and the UND Undergraduate and Graduate Academic Catalog for more information.

ACADEMIC ISSUES: REPEATING NURSING COURSES, PROBATION, DISMISSAL POLICY 232

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

*See APPENDIX H for Procedure 232a The Student Appeals Matrix

COURSE AND CLASSROOM REQUIREMENTS

COURSE SYLLABUS

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

TEXTBOOKS

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

Many of the textbooks that are required in the traditional nursing program are available in electronic versions. These are required because of their portability and access in classroom and clinical settings. Most electronic resources can be downloaded to personal computers as well as phones or other portable devices and the student may choose which device is most effective for their own learning. Students who wish to use only paper copies of texts need to be aware that instructors will use electronic applications in classroom and clinical, so paper copies only may limit the student's participation and learning.

Clinical resources, such as Skyscape and Pepid for in-clinical reference, need to be approved by clinical instructors and the agency prior to use in the hospital setting, since their use may involve cell phones which are prohibited by some agencies.
An Electronic Health Record is also available for student use for pre- and post-clinical planning, simulations and assignments, which is accessed through a password from computers and portable devices, as well as at the computers at the bedside of the “patients” in the Simulation Center. Students follow HIPAA guidelines as they would in any clinical setting when using the EHR. Penalties for violation of patient privacy through the use of these records are strictly enforced.

CLASSROOM ETIQUETTE

- Arrive to class on time.
- Turn-off cell phone and other electronic devices.
- Use laptops only for class work: Students are encouraged to use their laptop computers during class only as learning aids, with permission of the course instructor.
- Participate in class discussions: Students are expected to respect the opinions of all class participants and to dialog in a professional and respectful manner.
- Use professional language in class and in email communication: Students are required to refrain from using offensive or foul language in class.
- Do not bring pets to class.
- Bringing children to class is discouraged and can only be done with prior instructor permission.
- No food in class: Students are asked not to bring food items into the classrooms without instructor permission.
- Stay the entire class: Students are expected to remain seated and engaged in classroom activities until the class has concluded.

MAKE-UP EXAMS

A time and place for make-up exams will be scheduled between the professor and the student in accordance with the course syllabus. Students are required to do the makeup examination at this scheduled time and place with no exceptions. Students who violate the academic honesty policy will be dismissed from the Department of Nursing.

REFERENCE MANUAL FOR WRITING PAPERS

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

ACADEMIC DISHONESTY POLICIES

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

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

Alternatively, the instructor may refer the case as a disciplinary matter to the Dean of Students. The Dean of Students may further refer the case to the Student Relations Committee for action under Section 2 and Appendix VII of the Code.
CLINICAL EXPERIENCE POLICIES

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

TRANSPORTATION POLICY
POLICY 246
The University of North Dakota, (UND CNPD) does not require students to go on patient transport as part of their clinical experiences.

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

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

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

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

*See APPENDIX I for Transportation Waiver of Release

PROFESSIONAL APPERANCE AND EQUIPMENT REQUIREMENTS
POLICY 245
When nursing students start their nursing course sequence, they are required to purchase the following items for use in their nursing courses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Picture ID</td>
<td>Watch (with seconds)</td>
</tr>
<tr>
<td>Green Uniform (Cherokee brand)</td>
<td>Stethoscope</td>
</tr>
<tr>
<td>White Lab Coat</td>
<td>Sphygmomanometer (adult size)</td>
</tr>
<tr>
<td></td>
<td>Bandage Scissors</td>
</tr>
<tr>
<td></td>
<td>Pen Light</td>
</tr>
</tbody>
</table>

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

**CLINICAL ATTIRE**

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

**PICTURE ID**

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

**INSIGNIA PATCH**

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

**HAIR**

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

**FOOTWEAR**

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

**JEWELRY**

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

**TATOOS**

Visible tattoos must be covered.

**GROOMING**

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

**STUDENT ATTENDANCE AT WORKSHOPS**

**POLICY 243**

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

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

**CLINICAL REMOVAL POLICY**

**POLICY 234**

The primary responsibility of nursing students in clinical settings is the welfare of clients. A student exhibiting behaviors in the clinical setting which are deemed by the responsible faculty member to be unprofessional or unsafe to the mental, emotional or physical welfare of clients, staff, self, or others shall be subject to immediate removal from the clinical for that day.

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

**INDEPENDENT STUDY POLICY**

**POLICY 411**

**PHILOSOPHY**

Independent study is designed:

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

**GENERAL INFORMATION**

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

**REGISTRATION**

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

**CONDUCT OF STUDY**

The student must submit a proposal which includes:

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

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

GUIDELINES FOR FACULTY SUPERVISING STUDENTS IN AN INDEPENDENT STUDY

The supervising faculty member may assist the students in:

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

The supervising faculty member must:

• Provide a copy of this policy to the student prior to enrollment.
• Evaluate the student’s performance on the stated objectives.
• Be available for periodic conferences.
• Provide a listing of students and topics to the Department Chair, and the Office of Student Services.
• Report the student’s final grade to the Office of Student Services.
• Retain a copy of the independent study report for one year.
• Submit to the Registrar’s Office a descriptive title form with grade (the form is available in the Office of Student Services).

LICENSING POLICY FOR STUDENTS LICENSED THROUGH A STATE BOARD

POLICY 211

• Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) applying to the Undergraduate Nursing Program must have a current license in good standing.
• All RN and LPN students must provide proof of current unencumbered licensure to the Department of Nursing upon admission and each subsequent year by January 1st.
• It is the student’s responsibility to inform the Department of Nursing of any change in the status of her/his license by submitting a copy of the Board Order to the Director of the Office of Student Services. Those students who do not will be subject to disciplinary action.
• Should an individual’s RN or LPN license become encumbered, suspended, or revoked while enrolled in the Nursing Program, that student may be barred from clinical nursing courses contingent upon the nature of the encumbrance and Department of Nursing resources to supervise these students.
• The Director of the Office of Student Services will inform the Undergraduate Department Chairperson of the change in license status of the student. The Department Chairperson will
determine, in consultation with the Associate Dean and appropriate faculty, whether or not the student may enroll, or continue enrollment in a clinical course.

**DEPARTMENT OF NURSING PINNING CEREMONY**

- Traditionally, the pinning ceremony is the occasion when the nursing faculty welcomes graduating students into the nursing profession as colleagues. The nurse’s pin represents the school at which the nurse has been educated and is placed over the heart of each graduate by the director of the nursing program.
- It is also a time that students can share their accomplishment of completing their nursing program with family and friends. Planning meetings will be held with the graduating nursing class at the beginning and mid-term of the semester of graduation. Pinning is traditionally held the evening before graduation each semester.

**ESSENTIAL DOCUMENTS**

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

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

- **The Code of Student Life.** Outlines the rights and responsibilities of citizens of the University community and expected levels of conduct. This is posted on the UND website.
- **Undergraduate Catalog.** This is available at Enrollment Services in Twamley Hall, and on the UND web pages.
- **Schedule of Classes.** This is available each semester on the UND website and from Campus Connection. **Schedule of Courses**
- **American Nurses Association Code of Ethics.** This is available at the University Bookstore and Library of the Health Sciences.
APPENDICES
## APPENDIX A: PRE-NURSING AND NURSING CURRICULUM

### UNIVERSITY OF NORTH DAKOTA NURSING

### PRE-NURSING CURRICULUM

<table>
<thead>
<tr>
<th>1(^{\text{ST}}) Semester</th>
<th>2(^{\text{nd}}) Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Engl 110-College Comp 1</td>
<td>*Engl 130 Comp-College Comp II</td>
</tr>
<tr>
<td>*Chem 115/Lab-Intro Chem or Chem 121/Lab-Gen Chem 1</td>
<td>*Chem 116/Lab-Intro Organic &amp; Biochemistry</td>
</tr>
<tr>
<td>*Psyc 111-Intro Psych</td>
<td>*Anat204/Lab-Anatomy</td>
</tr>
<tr>
<td>*Soc 110-Intro Soc or Soc 115-Soc Prob or Anth 117-Cult Anth</td>
<td># Essential Studies</td>
</tr>
<tr>
<td>*Math 103-College Algebra</td>
<td># Essential Studies</td>
</tr>
<tr>
<td><strong>Credits</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>16</td>
<td>15</td>
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</table>

<table>
<thead>
<tr>
<th>3(^{\text{rd}}) Semester</th>
<th>4(^{\text{th}}) Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>#Mbio 202/Lab-Microbiology</td>
<td># Psyc 270-AB Psych or Psyc 250-Dev Psych</td>
</tr>
<tr>
<td>*PPT 301-Human Physiology</td>
<td># Statistics-Soc 326 or Psyc 241 or Econ 210</td>
</tr>
<tr>
<td>*N&amp;D-Fund of Nutrition</td>
<td># PPT 315-Pharmacology</td>
</tr>
<tr>
<td>#Psyc 250-Dev Psych or Psyc 270-Ab Psych</td>
<td>3/4</td>
</tr>
<tr>
<td># Essential Studies</td>
<td># Essential Studies</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
</tr>
</tbody>
</table>

**Credits** 18-19  
**Credits** 15-17

* These courses must be completed by Aug 15 (Spring) or Feb 1 (Fall) for Application for Nursing Admission  
# These courses must be completed prior to admission and beginning Nursing courses.  
Courses in bold above are used to compute core course GPA for admission.  
Alternate sequence of Chem122/122L, Biol 151/151L is acceptable in place of Chem 116/116L.  
Core nursing prerequisite coursework may be repeated or withdrawn from a maximum of one time per course.

The Nursing Program admits students to start nursing classes each Fall & Spring semester.

### NURSING CURRICULUM

The nursing curriculum is sequenced to build over four semesters. Careful attention should be paid to pre-and co-requisites. Each Nursing semester must be completed entirely before progressing. Non-nursing courses must be taken ahead of schedule. In addition to the Nursing curriculum, all students must meet University graduation requirements.  
All required Nursing courses are offered each Fall and Spring

#### Semester One

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 300 Foundations of Nursing Practice</td>
<td>5</td>
</tr>
<tr>
<td>Nurs 301 Professional Nurse</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 304 Nursing Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>Nurs 310 Health and Illness I</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 312 Pathophysiology</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 313 Clinical Practicum</td>
<td>2</td>
</tr>
<tr>
<td><strong>Semester Credits</strong></td>
<td>16</td>
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</tbody>
</table>

#### Semester Two

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Nurs 330 Health and Illness II</td>
<td>4</td>
</tr>
<tr>
<td>Nurs 331 Patient &amp; Family Centered Nursing</td>
<td>3</td>
</tr>
<tr>
<td>Nurs 332 Pathophysiology</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 333 Clinical Practicum II</td>
<td>4</td>
</tr>
<tr>
<td>Nurs 334 Nursing Pharmacology II</td>
<td>2</td>
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<tr>
<td><strong>Semester Credits</strong></td>
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</table>

#### Semester Three

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 403 Nursing Across the Life Span Practicum</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 404 Professional Nurse II</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 406 Evidence-Informed Practice</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 420 Interprofessional Healthcare</td>
<td>1</td>
</tr>
<tr>
<td>Nurs 430 Health and Illness III</td>
<td>4</td>
</tr>
<tr>
<td>Nurs 420Clinical Practicum III</td>
<td>4</td>
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<tr>
<td><strong>Semester Credits</strong></td>
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</table>

#### Semester Four

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 441 Population Based Health</td>
<td>3</td>
</tr>
<tr>
<td>Nurs 442 Health Care Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>Nurs 443 Clinical Practicum IV</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 450 Transition to Practice; Seminar</td>
<td>2</td>
</tr>
<tr>
<td>Nurs 453 Clinical Practicum V; Transition to Practice</td>
<td>3</td>
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<tr>
<td><strong>Total Credits Required</strong></td>
<td>125</td>
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</tbody>
</table>
APPENDIX B: RN/BSN OPTION NURSING CURRICULUM SEQUENCE

RN/BSN Curriculum

Total 31 credits
Two Options:  1. Full time  Completion in 12 months
             2. Part time  Completion in 24 months

All prerequisites (including Essential Studies) will be completed prior to beginning nursing courses.

<table>
<thead>
<tr>
<th>RN-BSN CURRICULUM</th>
<th>FULL TIME CURRICULUM – COMPLETION 12 MONTHS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FALL-11 CREDITS</td>
</tr>
<tr>
<td>N282</td>
<td>Health Promotion</td>
</tr>
<tr>
<td>N302</td>
<td>Pathophysiology</td>
</tr>
<tr>
<td>N350</td>
<td>Nursing in Transition</td>
</tr>
<tr>
<td>N410</td>
<td>Clinical Reasoning for Safety and Quality</td>
</tr>
<tr>
<td></td>
<td>Outcomes</td>
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<tr>
<td></td>
<td>SPRING-11 CREDITS</td>
</tr>
<tr>
<td>N326</td>
<td>Evidence Based Practice</td>
</tr>
<tr>
<td>N490</td>
<td>Transcultural Health Care</td>
</tr>
<tr>
<td>N405</td>
<td>Nursing Informatics</td>
</tr>
<tr>
<td>N415</td>
<td>Interprofessional Collaborations for Improving</td>
</tr>
<tr>
<td></td>
<td>Health Care Systems Outcomes</td>
</tr>
<tr>
<td></td>
<td>SUMMER- 9 CREDITS</td>
</tr>
<tr>
<td>N324</td>
<td>Public Health Nursing Theory</td>
</tr>
<tr>
<td>N374</td>
<td>Public Health Nursing Clinical*</td>
</tr>
<tr>
<td>N474</td>
<td>Professional Development II</td>
</tr>
</tbody>
</table>

*Clinical to be arranged in an area near student’s place of residence
# RN-BSN CURRICULUM

## PART TIME CURRICULUM – COMPLETION 24 MONTHS

### FALL (5 CREDITS)

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>N282</td>
<td>Health Promotion</td>
<td>2</td>
</tr>
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<td>N350</td>
<td>Nursing in Transition</td>
<td>3</td>
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</table>

### SPRING (5 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>N326</td>
<td>Evidence Based Practice</td>
<td>2</td>
</tr>
<tr>
<td>N490</td>
<td>Transcultural Health Care</td>
<td>3</td>
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### SUMMER (4 CREDITS)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>N324</td>
<td>Public Health Nursing Theory</td>
<td>2</td>
</tr>
<tr>
<td>N374</td>
<td>Public Health Nursing Clinical*</td>
<td>2</td>
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</tbody>
</table>

*Clinical to be arranged in an area near student’s place of residence

### FALL (6 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>N302</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>N410</td>
<td>Clinical Reasoning for Safety and Quality Outcomes</td>
<td>3</td>
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### SPRING (6 CREDITS)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>N405</td>
<td>Nursing Informatics</td>
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<tr>
<td>N415</td>
<td>Interprofessional Collaborations for Improving Health Care System Outcomes</td>
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### SUMMER (5 CREDITS)

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<td>Semester</td>
<td>Full-Term Courses</td>
<td>Part-Term Courses</td>
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<tr>
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<tr>
<td><strong>SPRING-SEMESTER I</strong></td>
<td><strong>FULL TERM COURSES</strong></td>
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<td>Assessment Across the Life Span</td>
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<td><strong>PART TERM COURSES</strong></td>
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<tr>
<td>N284</td>
<td>Functional Changes in Aging</td>
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<td>N289</td>
<td>Professional Development I</td>
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<td>N321</td>
<td>Nursing Procedures</td>
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<td>N282</td>
<td>Health Promotion</td>
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<tr>
<td>N322</td>
<td>Nursing Care of Diverse Families</td>
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<tr>
<td><strong>SUMMER SEMESTER II</strong></td>
<td><strong>FULL-TERM COURSE</strong></td>
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<tr>
<td>N372</td>
<td>Childbearing Family</td>
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<tr>
<td><strong>PART-TERM COURSES</strong></td>
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</tr>
<tr>
<td>N325</td>
<td>Advanced Nursing Procedures</td>
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<tr>
<td>N371</td>
<td>Adult Nursing Care I</td>
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<td>N323</td>
<td>Adult Nursing Care II</td>
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<tr>
<td>N373</td>
<td>Adult Nursing Care II Clinical</td>
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<tr>
<td><strong>FALL-SEMESTER III</strong></td>
<td><strong>FIRST HALF OF SEMESTER</strong></td>
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<tr>
<td>N326</td>
<td>Evidence Based Practice</td>
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<td>N476</td>
<td>Complex Childbearing Family</td>
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<td>N421</td>
<td>Child Health Nursing Theory</td>
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<td><strong>SECOND HALF OF SEMESTER</strong></td>
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<tr>
<td>N472</td>
<td>Psych/Mental Health Nursing</td>
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<tr>
<td>N324</td>
<td>Public Health Nursing Theory</td>
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<tr>
<td>N374</td>
<td>Public Health Nursing Clinical</td>
<td></td>
</tr>
<tr>
<td><strong>SPRING-SEMESTER IV</strong></td>
<td><strong>FULL-TERM COURSE</strong></td>
<td></td>
</tr>
<tr>
<td>N474</td>
<td>Professional Development II</td>
<td></td>
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<tr>
<td><strong>PART-TIME COURSES</strong></td>
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<tr>
<td>N473</td>
<td>Multisystem Complex Adult Health</td>
<td></td>
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<tr>
<td>N420</td>
<td>Interprofessional Health Care</td>
<td></td>
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<tr>
<td>N425</td>
<td>Practicum Theory</td>
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</tr>
<tr>
<td>N475</td>
<td>Practicum</td>
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</tr>
</tbody>
</table>
APPENDIX D: UNDERGRADUATE NURSING STUDENT FUNCTIONAL ABILITIES FORM

UNIVERSITY OF NORTH DAKOTA

UNDERGRADUATE NURSING STUDENT

FUNCTIONAL ABILITIES RELEASE

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

The policy, Functional Ability Requirements for Undergraduate Nursing Students & Common Activities/Tasks Required in the Nursing Profession can be accessed on the Department of Nursing Internet site at Admission/Application or are available on request. These provide a framework for relating functional ability categories and representative activities/attributes to self-limitations and accommodations.

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

___________________________________________________

Student Signature Date

Distribution of ATI materials to students:
ATI review materials will be distributed at the beginning of semester one. When students receive the materials, they will sign off on a signature page verifying receipt of the materials. This will be maintained in the UG administrative assistant’s office.

Each class is assigned a Product ID number. This code will be entered upon registration and does not need to be entered again.

Faculty will reference ATI reading assignments in their course materials as the content relates to their class. When appropriate, faculty may link ATI content and resources to course activities.

ATI resources and tutorials:
Nurse Logic will be assigned each semester as indicated in course schedule (Procedure 409b). Completion of this tutorial will be an expectation of the course and no points or extra credit will be awarded.

Non-proctored Exams:
Non proctored exams will be assigned in courses as outlined in the ATI distribution schedule (Procedure 409b). Non proctored exams are to be considered formative and no points or extra credit will be awarded.

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

- The student will have two attempts to reach the Level 2 proficiency level on the proctored assessment.
- Each assigned proctored assessment will be worth 5% of the course grade. If the course has a combined theory and clinical component, the 5% will be allotted in the theory portion of the course.
- How points are awarded:
  - Level 2 benchmark on first attempt or second attempt + remediation 100% of points allocated
  - Level 1 benchmark on first or second attempt + remediation* 80% of points allocated
  - Less than Level 1 benchmark + remediation* 50% of points allocated
- If the student meets the level 2 proficiency level on the first attempt, remediation is not required but strongly encouraged.
- If the student does not meet the proficiency level on the first attempt, remediation is required prior to the second attempt.
- If the student does not meet the proficiency level on the second attempt, steps A and B in the remediation process are required to receive credit based on highest proficiency level met.
- If the student fails to demonstrate remediation as required the student will receive a zero for the ATI point allocation.
- Students who have not met the benchmark after two attempts will enroll in NURS 363 Test Taking Strategies the following semester. Students will re-take the proctored ATI content assessment for which he/she did not achieve the benchmark in the previous semester in the NURS 363 Test Taking Strategies course. The student will be responsible for paying for additional ATI assessments until the student successfully passes.
• If the student is in their final semester of the Nursing program, they will follow the above procedure with the exception of enrolling in N363.

**Remediation process:**

Completion of Focused Review on proctored assessment in which the content area Proficiency Level II is not achieved.

Online practice assessment with focused review in the content area

Meet with faculty advisor to review results and discuss strategies to improve success

**RN Comprehensive NCLEX Predictor:**

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

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

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

**Proctored Dosage Calculation Assessments:**

Proctored dosage calculation assessments will be administered as indicated in Procedure 409b and 409c. Students must meet the desired benchmark prior to administering medications in all clinical settings during the corresponding semester.

• It is the individual student’s responsibility to complete ATI Dosage Calculation tutorial prior to taking each proctored dosage calculation assessment.
• If the student does not meet the benchmark on the first attempt, they will self-remediate and will be required to complete a second attempt.
• If the student does not meet the benchmark after the second attempt, they will self-remediate with faculty guidance and take a third attempt.
• Students who do not meet the desired benchmark after taking the 3rd Dosage Calculation assessment, will take a faculty developed proctored exam regarding dosage calculations.
• A student who does not meet the benchmark on the faculty developed exam will fail the clinical objective related to medication safety indicated in the corresponding course clinical performance evaluation tool.
• The benchmark for all faculty developed exams will be 90%.
APPENDIX F: ATI SCHEDULE: TRADITIONAL CURRICULUM
POLICY 409B

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

Semester 1

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

Semester 2

Nurse Logic: NURS 372

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

Semester 3

Nurse Logic: NURS 325

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

**Semester 4**

Nurse Logic: NURS 472

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

**Semester 5**

Nurse Logic: NURS 425

- Assessments
  - Non Proctored
    - Leadership & Management (NURS 474)
  - Proctored
    - Leadership & Management (NURS 474)
    - Maternal Newborn (NURS 476)
    - NCLEX-RN Predictor (Undergraduate Department)
- ATI Proctored Dosage Calculation Assessment
  - Proctored
    - Dosage Calculation Maternal Newborn Forms A, B, & C (NURS476)
      - Desired benchmark 90%
  - Tutorials
    - Critical Care Medication modules (NURS475)
APPENDIX G: ATI SCHEDULE BAC2 CURRICULUM
POLICY 409C

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

Semester 1

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

Semester 2

Nurse Logic: NURS 372

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

Semester 3

Nurse Logic: NURS 472

- Assessments
  - Non Proctored
- NCLEX-RN Predictor (NURS 326)
  - Proctored
    - Community Health (NURS 324)
    - Mental Health (NURS 472)
    - Nursing Care of Children (NURS 421)
    - Maternal Newborn (NURS 476)
- ATI Proctored Dosage Calculation Assessment
  - Proctored
    - Dosage Calculation Nursing Care of Children Forms B & C (NURS471)
      - Desired benchmark 85%
    - Dosage Calculation Mental Health Forms A, B, & C (NURS472)
      - Desired benchmark 90%
    - Dosage Calculation Maternal Newborn Forms A, B, & C (NURS476)
      - Desired benchmark 90%

**Semester 4**

Nurse Logic: NURS 474

- Assessments
  - Non Proctored
    - Leadership & Management (NURS 474)
  - Proctored
    - Medical Surgical (NURS 473)
    - Leadership & Management (NURS 474)
    - NCLEX-RN Predictor (Undergraduate Department)
  - Tutorials
    - Critical Care Medication modules (NURS475)
- ATI Proctored Dosage Calculation Assessment
  - Proctored
    - Dosage Calculation Medical Surgical Forms A, B, & C (NURS473)
      - Desired benchmark 90%
PROCEDURE FOR USE OF MATRIX:

The numbers on the matrix indicate the progression that a petition would take within Nursing. The person designated by the highest number makes the final decision using the forwarded recommendations. The students initiate the petition process obtaining a petition form at the Office of Student Services in the Department of Nursing.

The student makes an appointment with an Office of Student Services advisor, who is designated as #1 on the matrix and discusses the petition with that individual. This person then is to sign the petition and indicate whether or not approval is given or no recommendation is made regarding this particular petition for the individual student. The student then progresses to the individual(s) with the next highest number(s). Once all appropriate signatures have been obtained, the petition is returned to the Office of Student Services.
<table>
<thead>
<tr>
<th>Petitions/Appeals</th>
<th>Form to use</th>
<th>Office of Student Services Advisor</th>
<th>Faculty Advisor</th>
<th>Instructor</th>
<th>Dept. Chair</th>
<th>CNPD Dean or Associate Dean</th>
<th>Dean of College offering the course (if not a nursing course)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Procedures Form</strong></td>
<td>Administrative Procedures Form</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Graduate without being enrolled:</td>
<td>Administrative Procedures Form</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Extension of time to remove incomplete</td>
<td>Administrative Procedures Form</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate from one college while enrolled in another</td>
<td>Administrative Procedures Form</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Nursing Petition Form</strong></td>
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</tr>
<tr>
<td>Complete a major with fewer than 15 hours in the major done in residence</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Graduate with fewer than 36 upper level credit hours</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Have a similar, but differently named, course constitute a repeat of a previous course</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petition to waive Nursing admission requirements</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Petitions/Appeals</td>
<td>Form to use</td>
<td>Office of Student Services Advisor</td>
<td>Faculty Advisor</td>
<td>Instructor</td>
<td>Dept. Chair</td>
<td>CNPD Dean or Associate Dean</td>
<td>Dean of College offering the course (if not a nursing course)</td>
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<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Taking nursing course out of sequence (progression after admission)</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
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</tr>
<tr>
<td>Waive up to one credit of Essentials Studies Requirement (with the exception of Math, Science, Technology and Special Emphasis Courses)</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
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</tr>
<tr>
<td>Graduate with fewer than 30 of the last credits for a first baccalaureate degree done in residence or fewer than the last 15 for a second or subsequent degree</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
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<tr>
<td><strong>Other Forms</strong></td>
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</tr>
<tr>
<td>Take a course &quot;off campus&quot; within the last 30 hours in residence or within the last 15 for a subsequent degree</td>
<td>Last 30 petition form</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change a grade misrecorded in a course</td>
<td>Grade Change Form</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate a nursing course syllabus from another school for possible transfer credit</td>
<td>Transfer of Nursing Credit Request</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Registration Action Form

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

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

| # = Final copies of these petitions must be sent to the Registrar's Office. |
| 1 – 4 = Numbers indicate the order to follow for signature/approval        |

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

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

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

________________________________________  __________________________________
Student signature and Date            Witness* and Date
                                      *Clinical faculty/Staff and Date

Copy:  Student's academic file