Dean’s Message

Welcome Students,

It is with pleasure that I 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 and your experiences with us will provide the leadership necessary for your future. During your studies in the College of Nursing you will be exposed to challenging courses, exceptional faculty and wonderful mentors. The 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 here at the University of North Dakota, College of Nursing. Other publications that will help you are the *University of North Dakota Undergraduate and Graduate Academic Catalog* and the *Code of Student Life*. These publications are available at the Registrar’s Office and the Dean of Students Office.

The 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,

Denise M. Korniewicz, PhD, RN, FAAN  
Professor and Dean

Stephanie Christian, MS., RN  
Chair, Undergraduate Program
DIRECTORY

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

The following is a brief overview of the “layout” of the CON Building to help you find your way around. The College 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
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 ever in the nations. It is fully dedicated to interdisciplinary and translational research with partners across the campus and the state and reflects the value the College places on research and learning.
KEY ADMINISTRATIVE AND STAFF:

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

**Dean:** Dr. Denise Korniewicz (Room 369, 777-4555)
**Administrative Assistant to the Dean:** (Room 369, 777-4555)

**Vice Dean:** Dr. Laurel Shepard (Room 361, 777-4543)
**Administrative Assistant to the Vice Dean:** Jane Beasley, (Room 360, 777-4532)

**Graduate Nursing Chair:** Dr. Laurel Shepard (Room 361, 777-4543)
**Department Secretary for Graduate Nursing:** Teresa Evanson (Room 352, 777-4556)

**Undergraduate Nursing Chair:** Stephanie Christian (Room 357, 777-4505)
**Department Secretary for Undergraduate Nursing:** Tammy Batzer (Room 354, 777-4542)

**Associate Dean for Research:** Dr. Cindy Anderson (NPCBR Room 340, 777-4354)

**Director for Clinical Resource and Simulation Center:** Darlene Hanson (Room 323, 777-4551)
**Assistant Director for Clinical Resource and Simulation Center:** Sandy Wells, (Room 106, 777-4520)

**Director of RN to BSN Program:** Chris Markut (Room 321, 777-4514)

**Director of the PhD Program:** Dr. Elizabeth Tyree (Room 355, 777-4522)

**Director of Office of Student Services:** Lucy Heintz (Room 307, 777-4513)

**Office of Student Services Staff**
- Receptionist and Records Officer: Beth Toay (Room 302, 777-4174)
- Academic Advisor and Recruitment Specialist: Marlys Escobar (Room 301, 777-4534)
- Academic Advisor and Recruitment Specialist: Valerie Bauer (Room 303, 777-4541)
- Academic Advisor and Admissions/Records Specialist: Teri Wright (Room 308, 777-4548)
- Academic Advisor and Admissions/Records Specialist: Pam Henderson (Room 360, 777-4552)

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

**Business Officer:** Tom Miller (Room 362, 777-4516)
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OVERVIEW

College of Nursing Mission Statement and Philosophy – Policy 400

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

The mission of the College of Nursing is to educate individuals for professional roles in nursing and nutrition. The College of Nursing strives to enhance the health of people in the region, nation, and across the globe by preparing leaders in nursing and nutrition through innovative, accessible programs, and significant faculty and student scholarship and service.

Nursing Philosophy

The hallmark of professional nursing is the art of caring with the thoughtful application of the knowledge of the discipline in accordance with recognized standards of practice.

1. Nurses care for clients holistically, knowing that health is personal and influenced by multiple factors.
2. Nursing history and tradition address disparities in the health of all populations and emphasize development of human potential.
3. Nurses collaborate with recipients of nursing care and others to prevent illness, alleviate suffering, and promote, protect and optimize the health of individuals, families, groups, communities and populations.
4. Nurses are committed to serving vulnerable, rural and underserved populations.
5. Nurses bring discipline, specific knowledge, competencies, and values to the inter-professional healthcare team.
6. The context of nursing is dynamic, complex and multidimensional.

Professional nursing practice is supported by a sound knowledge base.

- Research informs and builds our profession.
- Nursing education at the baccalaureate level integrates content from the arts and humanities, social and physical sciences, and requires competencies in patient care technology, communication and information management.
- Coursework enhances personal and professional skills, promotes lifelong learning, clinical leadership, and evidence-based practice within a context of globalization.
- Education at the master’s level prepares graduates who apply knowledge of the discipline and generate theory-based research for specialized nursing practice.
- Education at the doctoral level enables nurse scientists to make significant original contributions to the body of knowledge.

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

Accreditation

The Bachelor of Science Program in Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE).
Administration
The administration of the College of Nursing is led by Dr. Denise M. Korniewicz, PhD R.N., FAAN, Dean and Professor. The Vice Dean and Chair, Graduate Nursing program is Dr. Laurel Shepherd, PhD, RN and Stephanie Christian, MS, RN, CCRN, Chair, Undergraduate Nursing program.

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

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

BACCALAUREATE NURSING PROGRAM –POLICY 401

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

BSN PROGRAMS
The UND College of Nursing offers several options with lead to a Bachelor of Science in Nursing.

Traditional Track
Currently the largest program, it is typically filled with students who come to UND as freshmen or transfer students without a previous bachelor's degree or RN license. Courses are completed on-campus with clinical experiences in the Grand Forks region. Following completion of pre-requisite courses students apply for admission to this track and nursing courses are completed in five semesters.
Accelerated or BAC-2 Track

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

LPN to BSN Track

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

RN to BSN Track

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

N394 INDEPENDENT STUDY POLICY – POLICY 411

Philosophy

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

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

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

Conduct of Study

The student must submit a proposal which includes:
- Purpose and general description.
- Specific objectives in measurable terms.
- Plans to meet objectives.
• Proposed method of evaluating achievement.
• Final proposal must be typewritten.

Submit a mid-course progress report to the supervising faculty member or meet with faculty member.

Submit a summary report to the supervising faculty member indicating objectives, implementation of plan and evaluation.

**Guidelines for Faculty Supervising Students in an Independent Study**

The supervising faculty member may assist the students in:

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

The supervising faculty member must:

• provide a copy of this policy to the student prior to enrollment
• evaluate the student’s performance on the stated objectives
• be available for periodic conferences
• provide a listing of students and topics to the Department Chair, and CON Office of Student Services
• report the student’s final grade to the CON 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 records room)

**ADVISEMENT AND REGISTRATION**

**Academic Advisement**

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

**Access of Information**

educational records of pre-nursing, undergraduate nursing, and nursing graduates. To carry out that responsibility, the College has 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 College of Nursing include information directly related to the student’s academic and clinical progress including registration and course information, transcripts, clinical evaluations, notes regarding academic and clinical performance, advisor notes, copies of references, correspondence, application information, scholarship information, immunization, health insurance and certification information. No financial records or medical information is included with the exception of information provided to the College by the student.

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

Information on all students shall be released to licensing boards, prospective employers, and scholarship agencies only upon request by the student. The Consent to Release Information form is available from the 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 College of Nursing.

**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 prior semester.

Register for Nursing 394 for S/U or grade.

*See APPENDIX A for Pre-nursing and undergraduate nursing curriculum*

**Background Checks and Student Immunization Tracker**

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

The College of Nursing currently uses Certified Background as the vendor for all background checks. In addition to providing background check services, Certified Background provides a "Student Immunization Tracker". This will allow you to submit your health verification documents electronically to be organized and maintained by the company. You will have electronic access to your documents and the ability to provide access to the College of Nursing, practicum clinical agencies and to employers. Additionally, Certified Background will send you weekly e-mail reminders of missing health records as needed by the College of Nursing. This will assist you in the process of having all of your required verifications on file by the deadline before classes begin each semester.
BACKGROUND CHECKS – POLICY 207

Applicability
This policy applies to all UND undergraduate nursing students.

Policy
Applicants must submit to and satisfactorily complete the approved UND College 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.

Students who are currently enrolled must submit to and satisfactorily complete an annual background check as a condition of continuing enrollment in the College of Nursing. Students may need to complete additional background checks if required by an agency prior to participation in a clinical experience. Students who refuse to submit to the background check or do not pass the background check as defined by the College will be dismissed from the program.

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

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

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

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

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

BACKGROUND CHECK REPORT

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

- Background checks will include such things as the following: Social Security Report (address locator)
- County Criminal Record History (unlimited jurisdictions – misdemeanors, felonies, and pending charges)
- National Sex Offender Public Registry Search
- National Criminal Database Search, includes but not limited to:
  - Multiple AOC/DOC/DPS criminal data sources
  - Federal Bureau of Investigation Terrorist List
  - Federal/State/Local Wanted Fugitive Lists
  - Sexual/Violent Offender Registries
- FACIS® Level 1 includes, but not limited to:
  - (OIG) Office of Inspector General List of Excluded Individuals
  - (GSA) General Services Admin. Excluded Parties Listing
  - (OFAC) Office of Foreign Assets Control SDN Search
  - (ORA/FDA) Office of Regulatory Affairs/Food & Drug Administration Debarment List
  - (ORI) Office of Research Integrity Administration Action List

Rights

Students and applicants have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant or student; the College 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.

BACKGROUND CHECK PROCEDURE: BACKGROUND CHECKS FOR UNDERGRADUATE APPLICANTS AND STUDENTS OF COLLEGE OF NURSING – POLICY 207A

Undergraduate Program Applicants/Students

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

If the report contains findings of concern, the Associate Dean of Undergraduate Studies, Director of Student Affairs, and Chair of Undergraduate Student Concerns Committee (hereafter referred to as the Criminal Background Reviewing Committee or CBRC) 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 CRBC will review all information available and determine whether the offer of admission should be withdrawn. Decisions made by the CRBC related to the criminal background review of applicants are final. Should an applicant choose to appeal the CRBC’s ruling, an appeal may be made to the Dean. Time required to initiate and complete an appeal may result in loss of admission for that particular semester. If that is the case, the student may reapply for a subsequent semester pending a favorable outcome from the appeal.

For current students, if the reviewing committee determines that dismissal from the program is warranted, a recommendation will be made to the Dean. The student will be informed of the decision by the Dean. Should a student choose to appeal the dismissal, they must follow the CON special appeals process.
Committee Review Standards

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

- the nature and seriousness of the offense or event
- the circumstances surrounding the offense or event
- the relationship between the duties to be performed as part of the educational program and the offense committed
- the age of the person when the offense or event occurred
- whether the offense or event was an isolated or repeated incident
- the length of time that has passed since the offense or event
- past employment and history of academic or disciplinary misconduct
- evidence of successful rehabilitation
- accuracy of the information provided by the applicant or student in the application materials
- disclosure forms

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

Confidentiality and Recordkeeping

Background check reports and other submitted information are confidential and may only be reviewed by university officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act.

Background check reports and other submitted information by students will be maintained in the Student Affairs Records and Privacy Act.

Applicants Denied Admission and Dismissed Students - background check reports and other submitted information of applicants denied admission into the program will be maintained in accordance with the University’s record retention policy. Only the letter of dismissal will be kept in the academic file; supporting documents and other information will be maintained in a separate file in the Student Affairs records room.

Other Provisions

Clinical placement is a prerequisite for graduation from the nursing program. The CON 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 CON 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 CON will use appropriate means to convey this information to potential applicants and students such as; inclusion in the catalog, student handbooks, admission pamphlets, advisement, and/ or correspondence.

* See APPENDIX B for Product Source Information
VERIFICATIONS/IMMUNIZATIONS POLICY – POLICY 247

All undergraduate nursing students admitted to the nursing program are required to provide documentation of current immunizations/tests and health insurance to the CON-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. Requirements include but are not limited to the following:

**Upon notification of admission**
- **Tuberculin testing:** A negative two step TB test or two negative TB tests is required. The second step should be administered one to three weeks after the first test. Students who are positive reactors must have a report of one negative chest x-ray on file and a statement signed by self and a health care provider, assuring absence of symptoms.

- **Measles, Mumps & Rubella (MMR):** 2 doses of the vaccine or a positive blood titre are required. Students known to be pregnant will not be required to receive the rubella vaccine.

- **Varicella (Chickenpox) Immunization:** No vaccination required with a documented history of the disease by a health care provider. If no history of disease, 2 doses of varicella vaccine or a positive blood titre is required.

- **Hepatitis B Immunization:** 3 doses (at least the first dose given prior to beginning nursing classes) or a positive anti-HBS titre is required. Students may sign a waiver of declination to be vaccinated or tested.

- **Health Insurance:** Students are required to provide their own health insurance coverage and are responsible for any medical expenses incurred while enrolled in the College of Nursing. Written proof of individual insurance or signing of the “Assumption of Responsibility for Health Treatment” form is required. Students are responsible for updating this information.

**Updated annually (may not expire during the semester)**
- **Tuberculin Testing:** Evidence is required for one TB skin test per every 12 months (assuming the two-step TB skin test was done initially), and evidence of required follow-up for a positive TB skin test**. exceptions to the annual TB skin test would be a documented history of a previously positive TB skin test. In that case, the individual must be assessed annually by their health care provider to rule out signs or symptoms of active TB disease.

- **Seasonal Influenza Vaccine:** Completed annually in the fall/winter. Exceptions are allowed for those with medical contraindications (egg allergy, history of Guillain-Barre within 6 weeks of influenza vaccination, and anaphylaxis after influenza vaccinations). A signed waiver from a health care provider must be provided in these cases.

- **Cardio-Pulmonary-Resuscitation Certification (CPR):** Students must maintain annual verification of CPR certification by the American Heart Association or American Red Cross in Basic Life Support for the healthcare provider. Certification training must include annual infant, child and adult CPR as well as both 1- and 2-person CPR. Written documentation must include the expiration date of current certification.
- **OSHA Training**: OSHA training must be completed annually.

- **HIPAA and OSHA training**: All RN students are required to complete HIPAA and OSHA training. OSHA training must be completed annually. HIPAA training is only required one time prior to admission to the nursing program.

**Liability Insurance**

The University of North Dakota, College of Nursing provides liability insurance for all students—on or off campus—each semester they are enrolled in course work in the College of Nursing. Each undergraduate student is covered up to $1,000,000 for any one incident, and up to $3,000,000 as a total of all claims within one calendar year period. Students are not covered by this liability insurance during personal volunteer work, working for pay (including the Co-op experience), or during self-employment. The employing agency carries liability insurance for students in the Co-op experience.

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

**SAFETY AND SECURITY**

The University of North Dakota Police Department consists of a Chief of Police, Assistant Chief of Police/Investigator, two Night Supervisors of Police, six full-time Police Officers, two part-time Police Officers, a full-time Administrative Assistant, two full-time Traffic Division Clerks, two full-time Security Officers, and numerous part-time student and non-student assistant security workers and office assistants. The department operates nine motor vehicles, including four marked police patrol units, three parking enforcement vehicles, one conventional van and one step van. The department also uses two police patrol bicycles, for general police patrol functions and several other bicycles for parking enforcement. The department currently protects a campus district of over 15,000 people.

**Escort Service**

Avoid walking or jogging alone and never walk or jog after dark. If you must travel alone at night use the UND Safety Escort Service (777-3491) to escort you to your destination on campus or locations near campus. This service is provided 24 hours a day by UND security or police officers.

Avoid dark or vacant campus areas. Walk along well lit routes.

Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.

Have your keys ready when returning to your residence hall or apartment and keep your personal or valuable items concealed and close to your body.

Be aware of the on-campus “Blue Light” security system. These telephone units are highly visible and located throughout campus and can be used to contact police in a crisis situation. Locations of these “Blue Lights” are available at the UND Police Department (777-3491).

Stand tall, walk purposefully and make eye contact with those around you. If you feel uncomfortable in a situation, leave.

If you see any suspicious activity 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 9-1-1_

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

_UND Campus Emergency Phone Numbers_

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

_Grand Forks Emergency Numbers_

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

_Altru Health System Phone Numbers_

Main Line: 701-780-5000
Emergency Room: 701-780-5280
Clinic: 701-780-6000
FINANCIAL PLANNING AND SERVICES

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

Tuition and Student Fees
Full Time rates listed below are for 1 TERM ONLY (Fall or Spring), unless otherwise noted. Full Time enrollment for Summer term is 9 credits, unless otherwise noted.

<table>
<thead>
<tr>
<th>Residency</th>
<th>Amount Per Credit</th>
<th>Full Time (12 Credits) Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ND Resident</td>
<td>$302.24</td>
<td>$3,627.04</td>
</tr>
<tr>
<td>MN Reciprocity</td>
<td>$334.34</td>
<td>$4,012.04</td>
</tr>
<tr>
<td>Contiguous</td>
<td>$425.95</td>
<td>$5,111.54</td>
</tr>
<tr>
<td>WUE</td>
<td>$425.95</td>
<td>$5,111.54</td>
</tr>
<tr>
<td>MSEP</td>
<td>$425.95</td>
<td>$5,111.54</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$715.42</td>
<td>$8,585.04</td>
</tr>
</tbody>
</table>

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

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

*See APPENDIX D for Special Financial Needs of Nursing Students

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

Scholarships
Students must be admitted into the UND 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.
TECHNOLOGY REQUIREMENTS

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

- Processor: Intel Core 2 Duo or equivalent, 2GHz or more is recommended
- RAM: 2GB or more is recommended
- Disk: 80 GB or more recommended
- CD-RW/DVD Combo Drive or DVD-RW Drive
- 17” Monitor, CRT or Flat Panel for Desktop Systems, 13” LCD for laptops
- 32 MB Dedicated Video Card
- Sound Card & Speakers
- USB Headset w/microphone is needed for certain courses
- Ethernet Card – for Broadband Access
- High-Speed Internet Access (DSL or Cable) – Wireless only is NOT recommended
- Operating System: Windows 7, Windows XP, Vista or Mac OS 10.5 or higher
- For distance students who have courses who use Adobe Connect or Wimba it is required that you have a web camera.

DELL and APPLE offer student discounts to the College of Nursing students. You can find bundle pricing at http://www.dell.com/und and http://store.apple.com/us-hed. Also refer to WWW sources such as ZDnet or Cnet for the most current hardware reviews and buying tips.

Computer Software and Student Email Requirements
The following set of software packages is required:

- Microsoft Office 2007 or later.
- Anti-Virus Software: McAfee Anti-Virus software for Windows or Apple computers is available at no cost to all students and can be downloaded from the University website. Instructions can be found for downloading at: http://www.und.nodak.edu/dept/undhelp/downloads/softwaredownload.htm
- Email: All students are required to use a University email account (Umail) (please refer to the following policy for more information: http://itss.und.edu/StudentEmailPolicy_Memo.html) Information on how to activate your account and access your email account can be found at: http://www.und.edu/dept/itss/email.html
- Internet browser: Microsoft Internet Explorer 8.0, Mozilla Firefox 4.0 or Apple Safari 5 or newer. Note: While most Web browsers should work, students report the fewest problems with Internet Explorer or Firefox.
- Plugins: Other software may be required for particular courses such as Real Player, Adobe Acrobat Reader, Adobe Flash Player, Apple QuickTime, etc. Many of these free downloads are available at the companies' websites.

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

Internet Connectivity
Students will need access to (high speed internet Cable or DSL) in order to connect to their UND courses.
Students should sign up with an Internet Service Provider (ISP) immediately after being accepted to the program. Note: Dialup, Satellite, Wireless Internet cannot be used in place of a DSL or cable connection.

**COMPUTER LABS**

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

**STUDENT EMAIL SYSTEM**

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

**RN PROGRAM**

**ADMISSIONS POLICIES**

**RN/BSN Admission Policies – Policy 215**

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

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

The following criteria must be met to be accepted to the RN/BSN option.

- Admitted to the University of North Dakota.
- A completed application to the College of Nursing.
- Minimum 2.5 GPA in all previous college work, and UND courses.
- Submission of copy of a current, unencumbered U.S. RN license.
- Completion of the following courses with a grade of “C” or better (exceptions can be made on an individual basis).
  - English Composition 110 and 120 or 125
  - Introduction to Psychology
  - Introduction to Sociology, Social Problems, or Cultural Anthropology
Students will be notified by mail of their acceptance.

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

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

RN students who are applying for admission into the Nursing program should contact their advisor to discuss placement in the Public Health Nursing course and to determine if clinical placement is possible in your home state. Course placement is on a first come – first serve basis and students will be asked to commit to their clinical experience several months in advance.

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

RN POLICY – POLICY 218

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

College of Nursing students who are graduates of associate degree or diploma schools of nursing may wear a name pin with "R.N." following their name and may sign "R.N." after their name when in a clinical site if they are currently licensed in the state of the clinical site.

With advisement, registered nurse students enrolled in the College 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 College of Nursing, that student may be barred from clinical nursing courses contingent upon the nature of the encumbrance and College of Nursing resources to supervise these students. It is the student's responsibility to inform the college of Nursing of any change in the state of their license. Those who do not will be subject to disciplinary action.

A criminal background check is required annually. Drug testing may be required of students at any time and resulting information could make them ineligible of clinical nursing courses. This could mean a dismissal from the College of Nursing.
APPLICATION/ADMISSION CRITERIA & PROGRESSION FOR TRADITIONAL BSN PROGRAM POLICY 206 (EFFECTIVE SPRING 2009)

Overview

College of Nursing courses are sequenced to build upon one another over five semesters. Students may begin the five-semester sequence in either the fall or spring semester.

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

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

Application Criteria

- Admission to the University of North Dakota.
- Current transcripts submitted to UND from all other universities or college attended.
- Complete on-line application for admission to the College of Nursing.
- Submission of a Personal Statement; content to be determined by Undergraduate Nursing Student Concerns Committee and communicated to student at point of application. This statement should be one to two pages, typed and double-spaced.
- Signature on functional abilities release statement.
- A minimum overall and UND grade point average of 2.50
- Completion of the following courses or equivalents with a letter grade of a C or better:
  - *English Composition 120 or 125
  - *Psychology 111
  - *Sociology110 or 115 or Anthropology 171
  - *Chemistry 116/Lab Organic Biochemistry (or Chem122/Lab & Biology 150 & 151 Labs)
  - *Anatomy 204 (Human Anatomy) and 204 Lab
  - Math 103 College Algebra
  - Chemistry 115 & Lab or Chemistry 121 & Lab
  - Developmental Psychology 250 or Abnormal Psychology 270 (both required before starting nursing classes)
*Core courses used in admission calculation along with points awarded to Personal Statement.

**Selection Process**

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

**Admission Acceptance Criteria**

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

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

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

- 2.50 Overall and UND GPA
- Completion of the following courses with a grade of “C” or better prior to beginning nursing courses:
  - Microbiology 202/Lab
  - Human Physiology 301
  - Nutrition 240
  - Abnormal Psychology 270 and Developmental Psychology 250
- Submission of College of Nursing designated background check with acceptable results, in accordance with College of Nursing background check policy.
NOTE: Students will be following requirements in UND academic catalog that is active at the time of their admission to the Nursing program unless they request otherwise.

**Admission of Advanced Placement Students**

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

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

**Progression and Graduation**

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

- A 2.50 overall GPA is required for progression at the end of each semester. A 2.50 overall GPA is required for graduation.
- 129 credits must be completed to graduate with a BSN.
- Must achieve a letter grade of at least a "C" on all courses listed below and all courses required in the Nursing curriculum:
  - English 110 (English Composition I) English 120 (English Composition II) or English 125 (Business & Technical Writing)
  - Psychology 111 (Introduction to Psychology)
  - Sociology 110 (Introductory) or 115 (Social Problems) or Anthropology 171 (Cultural Anthropology)
  - Chemistry 115 or 121 and Lab
  - Chemistry 116 (Organic & Biochemistry) and Lab (or Chemistry 122 with Biology 150 & 151 and Labs)
  - Anatomy 204 and Lab
  - Psych 250 (Developmental Psychology)
  - Math 103 College Algebra (placement exam or ACT acceptable)
  - Microbiology 202 and Lab or 302 and lab
  - PPT 301 (Physiology)
  - PPT 315 (Pharmacology)
  - NUTR 240 (Nutrition)
  - Statistics course (Soc 326, Psych 241 or Econ 210)
  - Psychology 270 (Abnormal Psychology)
  - Nurs 397 Cooperative Education

Additional 3-credit Communication course (e.g. Speech)

- Must meet all UND graduation requirements
- Benchmark scores on ATI progression assessments and predictor exam must be achieved or the remediation process successfully completed.
Consequences of failure to achieve a letter grade of at least a “C” in all nursing courses are addressed in policy 226: Academic Issues: Repeating Nursing Courses, Probation, and Dismissal.

APPLICATION/ADMISSION CRITERIA & PROGRESSION FOR BACCALAUREATE ACCELERATED CURRICULUM (BAC2) – POLICY 208

Overview

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

Students begin the four semester sequence in the spring semester. Application to the College of Nursing (CON) 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 CON. Applicants must apply for admission to UND and submit required documentation by the posted deadlines in order to assure their CON 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 CON 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 CON academic advisor, and follows the appropriate route for the specific circumstances. Petitions pertaining to admission to the College of Nursing 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.
- Bachelor’s degree, granted by application deadline, from a regionally accredited institution.
- Complete application for admission to the College of Nursing Baccalaureate Accelerated Curriculum.
- Submission of a Personal Statement addressing the student’s decision to pursue a nursing career. This statement should be one to two pages, typed, and double-spaced.
- Submission of two references using posted Reference Form.
- Signature on Functional Abilities Release Statement.
- A minimum overall and UND grade point average of 2.5 required, 3.00 preferred.
- Documented completion of at least 5 of the following courses or equivalents and their pre-requisites with a letter grade of a C or better. All of the following courses must be completed and documented prior to beginning nursing courses.
  - Microbiology 202/202L or 302/302L
  - Chemistry 116/Lab Organic Biochemistry (or Chem122/Lab & Biology 150 & 151 & Labs)
  - Anatomy 204 (Human Anatomy) and 204 lab
  - Physiology 301
  - Developmental Psychology 250
  - Nutrition 240
  - Statistics
  - Pharmacology 315
Selection Process

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

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

Admission Acceptance Requirement

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

- Sign and return Admission Acceptance Form.
- Submit non-refundable $75.00 deposit on program fee.
- Current medical/hospitalization Insurance or Certification of Assumption of full responsibility for any health treatment costs incurred.
- Proof of immunity to chicken pox (varicella).
- Proof of immunity to measles (rubeola), mumps & rubella (2 MMR immunizations).
- Two negative TB tests (Mantoux) or a negative 2 step TB, with the last test current for the entire semester of admission; thereafter, students must submit an annual TB test.
- Hepatitis B vaccine series of 3 injections or a positive anti-HBS titre.
- Current CPR certification by the American Red Cross or American Heart Association to include adult, infant and child and one- and two-person CPR. Certification must be renewed annually throughout the nursing program.
- Submission of College of Nursing designated background check with acceptable results, in accordance with CON background check policy, prior to beginning nursing courses.
- Certified Nursing Assistant (CNA) certification or completion of the accelerated nurse assistant preparation course offered at the College of Nursing prior to beginning nursing courses.

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

Progression and Graduation

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

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

TRANSFER OF NURSING CREDIT – POLICY 407

The student submits the completed “Transfer of Nursing Credit Request” form (available on the CON S:drive or from the CON Records Office) to the appropriate Department Chair with any evidence, such as course syllabus, objectives, outlines, notes, tests, etc. that will assist the department in making a decision regarding the request.

The department chairs 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.

In the event of a controversy regarding the department's decision, the request is forwarded to the Curriculum Committee for resolution.

*See APPENDIX F for Transfer of Nursing Credit Request

LPN CREDIT TRANSFER POLICY VOCATIONAL PRACTICAL NURSING PROGRAM – POLICY 255

ASSOCIATE OF SCIENCE PRACTICAL NURSING PROGRAMS (ASPN)

Graduates of an ASPN program with a two-year degree in practical nursing will receive nursing credits by direct transfer after evaluation by the College of Nursing.

All requirements for admission and graduation from UND and the College of Nursing must be completed.

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

If coursework is more than 5 years old, 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

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

The policy, Functional Ability Requirements for Undergraduate Nursing Students, can be accessed on the College of Nursing web site at http://www.nursing.und.edu/undergrad/pdf/Functional-Abilities-Release.pdf. The actual list of Common Activities/Tasks Required in the Nursing Profession is available at http://www.nursing.und.edu/undergrad/activities.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 G for Functional Capabilities Form

**PLACEMENT OF OUT OF SEQUENCE STUDENTS – POLICY 212**

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

The student delays continuing in the nursing curriculum (i.e., dropping of nursing courses, or Leave of Absence*) while maintaining UND enrollment, that student will need to request that the Admissions and Records Associate place their name on a waiting list to take the appropriate course or courses and continue in the sequential nursing curriculum in a later semester.

If the student plans to withdraw from UND, that student will need to complete a College of Nursing Leave of Absence* in addition to their UND Withdrawal Report Form and will need to request that the Admissions and Records Associate place their name on a waiting list to take the appropriate course or courses and continue in the sequential nursing curriculum in a later semester. Course placement for students who have withdrawn or had Leaves of Absence is on a first-come first-serve basis as space allows.

If more than one student needs to repeat a specific course due to failure (i.e. D or F grade), ranking of these students for the purpose of placement will be done based on overall GPA. In the event of a tie, the UND Nursing GPA will be used. Leaves of Absence and withdrawals take precedence over repeaters.

All unresolved issues will be decided by the Dean.

*Leave of Absence for a first semester nursing student is by special permission only (see Leave of Absence policy

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

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

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

Students who have been granted an LOA from the College of Nursing under the provisions of this policy may re-enter the College of Nursing according to the terms of their LOA subject to available space in required courses at the time of re-entry on a first come/first serve basis according to date of final signature.
If a student does not plan to register for that particular semester, application for an LOA must be submitted by the “Last Day to Add a Full-Term Course”. If the need for an LOA occurs during the semester, the application should be made by the “Last Day to Drop a full-term Course or Withdraw from School” or at the same time nursing courses are dropped, whichever comes first.

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

In unusual circumstances, students may petition for consideration of an extended LOA.

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

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

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

## GRADING SCALE – UNDERGRADUATE NURSING COURSES – POLICY 403

### Introduction

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

### Policy

The grading scale for ALL undergraduate nursing courses, including nursing electives, is as follows:

- 92-100 A
- 83-91 B
- 74-82 C
- 66-73 D
- 65 F
- I Incomplete

### Incomplete Grade Policy

It is expected that students will complete all requirements for a course during the time frame of the course. For reasons beyond a student’s control, and upon request by the student or on behalf of the student, an incomplete grade may be assigned by the instructor when there is reasonable certainty the student will successfully complete the course without retaking it. The mark “I,” Incomplete, will be assigned only to the student who has been in
attendance and has done satisfactory work up to a time within four weeks of the close of the semester, including the examination period, and whose work is incomplete for reasons satisfactory to his or her instructor.

**CURRICULAR POLICIES**

*ATI Content Examinations – POLICY 409*

This policy refers to the following content ATI (Assessment Technologies Institute, LLC) assessments which are taken by pre-licensure students:

- Critical Thinking (Entrance/Exit)
- Fundamentals
- Nursing Care of Children
- Community Health Nursing
- Medical Surgical Nursing
- Mental Health
- Pharmacology
- Leadership & Management
- Maternal Newborn Nursing
- RN Comprehensive NCLEX Predictor

**Distribution of ATI materials to students**

- ATI review materials will be distributed early in the course as possible in which the content is covered. As students receive the materials, they will sign off on a signature page verifying receipt of the materials.

- Student codes for the non-proctored exams are posted to the S drive at the beginning of each semester. Each class will be provided with a list of these codes as they progress through the curriculum. These codes will be posted by faculty on course Blackboard sites so they are available to students at all times.

- Faculty will reference ATI reading assignments in their course materials as the content relates to their class. When appropriate, faculty may link ATI content to course activities. Faculty will also encourage or require students to take non-proctored exams in their courses.

**Critical Thinking (Entrance/Exit) Exams**

Students will take the Critical Thinking Entrance exam at the beginning of the program and the Critical Thinking Exit exam at the end of the program. There is not a minimum proficiency level for these exams. Results are used for individual and program assessment.

**Content Specific Proctored Exams**

Students will take the content specific ATI proctored assessment exams during corresponding nursing courses. The exams are to be administered in the first half of the course. Students must meet a Proficiency Level II on each proctored ATI exam. If they do not, they must:

- Show evidence of remediation to their instructor by taking a non-proctored exam at least once. This exam can be taken unlimited times.

- Retake a different version of the proctored exam at the end of the course.
• If after taking the proctored exam a second time and a Proficiency Level II is not achieved, the student will be required to remediate for that content area by enrolling in a one credit N363 Test Taking Strategies course. The course will be offered primarily online. Students who do not achieve the ATI benchmark in a fall course will enroll in the N363 Test Taking Strategies course in the following spring semester; for those who do not meet the ATI benchmark in the spring semester enrollment will be in the fall semester. Enrollment in the N363 Test Taking Strategies course may be an option for the summer semester.

• Students will re-take the proctored ATI content exam for which he/she did not achieve the benchmark in the previous semester in the N363 Test Taking Strategies course. If after two attempts the benchmark is not achieved, the student will fail the N363 Test Taking Strategies course. Grading for the N363 Test Taking Strategies course will be Pass/Fail. Students must then initiate a Progression Analysis meeting with the Associate Dean of Undergraduate Studies.

• In order to begin the progression of continued proctored ATI testing, it is the student’s responsibility to initiate a Progression Analysis meeting with the Associate Dean of Undergraduate Studies. If the student fails to initiate a Progression Analysis meeting with the Associate Dean of Undergraduate Studies, the student will be dismissed from the College of Nursing.

  o After the Progression analysis meeting the Associate Dean of Undergraduate Studies will appoint a committee consisting of three faculty members and a student representative.
  o The student requesting to continue testing will present, in writing, to the committee a written justification for permission to continue testing.
  o The committee will decide if the student will be allowed to continue testing
  o If the student is granted permission to continue proctored ATI testing, the student will have until the beginning of the next semester (prior to the beginning of classes) to successfully meet the ATI benchmark in the content area that required the student to enroll in N363 Test Taking Strategies. Continued testing of this content area will be at the student’s own expense.
  o If the student fails to meet the benchmark on the ATI exam before classes begin, the student will be administratively dropped from nursing courses and will be dismissed from the College of Nursing.
  o If the committee decides that the student is not allowed to continue testing, the student will be immediately dismissed from the program.

Content Specific Proctored Exams taken during the Final Semester

Students will take the ATI proctored assessment exam for corresponding course content in the first half of the course. Students must meet a Proficiency Level II on each proctored ATI exam. If they do not, they must:

• Show evidence of remediation to their instructor by taking a non-proctored exam at least once. This exam can be taken unlimited times.
• Retake a different version of the proctored exam at the end of the course.
• If after taking the proctored exam a second time and a Proficiency Level II is not achieved, the student will be encouraged to meet with their academic advisor to develop a study plan.

Pharmacology Proctored Exam

The Pharmacology proctored exam will be taken at the beginning of semester 4 (BAC2) and at the end of semester 4 (traditional) and is administered by the Associate Dean of Undergraduate Studies office. Students must meet a Proficiency Level II. If they do not, they will retake the exam at mid-term (BAC2) or
the start of semester 5 (traditional). If Proficiency Level II is not achieved after a retake, the student will enroll in N363 Test Taking Strategies with an emphasis on pharmacology content. If the Proficiency Level II is not achieved during the Test Taking Strategies course, the student will initiate a Progression Analysis Meeting as outlined in “d” above.

**RN Comprehensive NCLEX Predictor**

The NCLEX Predictor exam will be taken during the final semester and is administered by the Associate Dean of Undergraduate Studies office. The benchmark for the exam will be 90% Predicted Probability of Passing the NCLEX. Following the exam, all students should create a Focused Review to indicate content weaknesses and assist in continued preparation for NCLEX.

If the benchmark score is not achieved, the Predictor exam will be retaken at mid-term. It is strongly recommended that all students 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 be required to remediate by purchasing and completing an NCLEX-RN Review. The student will then retake the NCLEX Predictor exam prior to the conclusion of the semester. The cost of the review tutorial and additional retakes will be the student’s responsibility.

**Pharmacology Assessment**

The Pharmacology Assessment will be given at the end of semester 4. Students must meet a Proficiency Level II. If they do not, they will retake the exam at the beginning of semester 5. If Proficiency Level II is not achieved after a retake, the student will enroll in N363 Test Taking Strategies with an emphasis on pharmacology content. If the Proficiency Level II is not achieved during the Test Taking Strategies course, the student may initiate a Progression Analysis Meeting as outlined in “e” above.

**Leadership & Management, Maternal Newborn Nursing Assessments**

Students will take the ATI proctored assessment exam for corresponding course content in the first half of the course as possible. Students must meet a Proficiency Level II on each proctored ATI exam. If they do not, they must:

- Show evidence of remediation to their instructor by taking a non-proctored exam at least once. This exam can be taken unlimited times.
- Retake a different version of the proctored exam at the end of the course.
- If after taking the proctored exam a second time and a Proficiency Level II is not achieved, the student will be encouraged to meet with their academic advisor to develop a study plan.

**NCLEX Predictor**

The NCLEX Predictor exam will be taken at the beginning of semester 5. The benchmark for the exam will be 90% Predicted Probability of Passing the NCLEX. Following the exam, all students should create a Focused Review to indicate content weaknesses and assist in continued preparation for NCLEX.

If the benchmark score is not achieved, the Predictor exam will be retaken at mid-term. It is strongly recommended that all students 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 be required to remediate by purchasing and completing an NCLEX-RN Review. The student will then retake the NCLEX.
Predictor exam prior to the conclusion of the semester. The cost of the review tutorial and additional retakes will be the student’s responsibility.

**Cooperative Education**

Information can be found at [http://www.nursing.und.edu/undergrad/cooperative_ed.cfm](http://www.nursing.und.edu/undergrad/cooperative_ed.cfm)

- Requirements to enroll in Nurs 397- Cooperative Education (Co-op) are as follows:
  - Enrolled in College of Nursing
  - Complete 24 academic semester hours of credit and have completed Nurs 371 or equivalent with a grade of C or above.
  - Grade point average (GPA) 2.5 or higher.
  - Completed all required immunizations (per agency contracts) and CPR must be current.
  - Approval from Nursing Cooperative Education Coordinator*
  - Co-operative Education occurs only during academic sessions.

- The student may enroll in one or two credits per semester.
- The ratio of credit hours to work is 1:8 - 20 (1 credit/8 - 20 hours work/week for 15 week
- Grading for the course is S/U.
- The student enrolled in the Co-op experience must have and maintain the GPA required for the College of Nursing admission and progression.
- The Co-op course is placed in the Department of Practice & Role Development.

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

For more information see website on Co-op at: [http://www.nursing.und.edu/undergrad/cooperative_ed.cfm](http://www.nursing.und.edu/undergrad/cooperative_ed.cfm)

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

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

**Senior Honors Guidelines**

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

The CON supports the Senior Honor system of the University of North Dakota.

Students of marked ability may pursue in their senior year a voluntary program of supervised independent study leading to the bachelor’s degree with honors in the major field of study. Interested students should refer to their advisor, the Honors Program Coordinator, and the UND undergraduate and graduate academic catalog for more information.
RESOLUTION OF STUDENT ACADEMIC ISSUE – POLICY 236

STUDENT ACADEMIC ISSUE DISCUSSED WITH FACULTY COMMITTEE OR ADMINISTRATOR INVOLVED

If Not Resolved
GREIVANCE PROCEDURE
If Not Resolved
COLLEGE OF NURSING STUDENT APPEALS BOARD
If Not Resolved
DEAN
If Not Resolved

UND STUDENT ACADEMIC STANDARDS COMMITTEE

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

Academic Grievance Policy for Students

Academic Grievance Definition. The term "academic grievance" is defined as: A statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, and quality of instruction) which is thought by the student to be unfair. (Code of Student Life, 2011-2012, Appendix IIIa: page 37)

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

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

Grievance Process

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

**Grievance Procedure**

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

*See APPENDIX H for Student Grievance Forms*

**Academic Grievance Procedure for Students – Policy 236a**

<table>
<thead>
<tr>
<th>Student Responsibilities</th>
<th>Faculty Committee or Administrative Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>The student first discusses the issue with the faculty, committee, or administrators involved and attempt to resolve the issue.</td>
<td>The faculty, committee, or administrators involved are responsible to meet in good faith with the student to attempt to resolve the issue and to document the meeting. Copy(s) of documentation to be given to the student.</td>
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<tr>
<td>If the issue is not resolved at this point, the grievance process may then be initiated by the student. The student may discuss the grievance procedure with his/her academic advisor for clarification.</td>
<td>The faculty, committee or administration involved should inform the student of the grievance procedure (CON Student Handbook) if the issue cannot be resolved.</td>
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<tr>
<td>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.</td>
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</table>
It is the student's responsibility to advance the grievance in accordance with following procedure.

The student must first obtain the Student Grievance Statement Form from the Admissions and Records Associate of the College of Nursing.

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

The student then:

a. Submits the copy to the Admissions and Records Associate for placement in a separate grievance file until resolution of the grievance.

b. Retains the original copy.

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.

Each faculty/administrative person hearing the grievance must complete and attach a separate Statement of Decisions related to Grievance Form to the Student Grievance Statement. The copy is submitted to the Admissions and Records Associate to be placed in the student grievance file.
If the grievance is not resolved at the last available level with exclusion of the Dean, the next step is the College of Nursing Student Special Appeals Board. Action must be taken in 10 school days. (See the Student Special Appeals Policy.)

**Disposition of Grievance Materials**

The last faculty, committee, or administrative person hearing the grievance shall keep the original Student Grievance Statement and the Statement of Decisions Related to Grievance forms that have been completed by other faculty, committee, or administrators hearing the grievance. These shall be sealed and placed in the student grievance file in the Admissions and Records Office of the College of Nursing. Other copies of the grievance shall be destroyed by the Admissions and Records Associate upon completion of the grievance process. Only the Dean and/or the student can open the sealed envelope. The student shall inform the Admissions and Records Associate in writing prior to graduation if they do not want the file to be destroyed. Otherwise, the grievance file shall be destroyed upon graduation.

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

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

**ACADEMIC ISSUES: REPEATING NURSING COURSES, PROBATION AND DISMISSAL**

<table>
<thead>
<tr>
<th><strong>REPEATING COURSES:</strong></th>
<th><strong>PROBATION:</strong></th>
<th><strong>DISMISSAL:</strong></th>
</tr>
</thead>
</table>
| 1. A Student who receives a grade of D or F in a course restricted to nursing majors may repeat that course only once, on a space available basis. | A student is placed on probation if any of the following occur:  
1. A student fails one course or has a failing grade at the time of withdrawal from a course restricted to nursing majors.  
a) Faculty must inform the Office of Student Services of the student’s grade at the time of withdrawal.  
2. Overall GPA drops below the required average (2.50) at the end of any semester.  
The student is on probation until one semester of additional course work has been completed. If the student has not attained or surpassed a 2.5 overall GPA at the end of the | 1. The final decision to dismiss a student can only be made by the Dean. A recommendation for dismissal will be made in any one of the following situations:  
A. Failure to achieve a minimum of a “C” when repeating a nursing course.  
B. Failure to achieve a minimum of “C” in two different nursing courses.  
C. Withdrawing with a failing grade from any nursing course twice.  
D. Failure to meet progression standards of 2.5 overall GPA for two consecutive semesters.  
E. Failure to return from a Leave of Absence at the approved date.  
F. Receipt of a “D” or “F” nursing grade while on probation, since a “D” grade is a failing grade in the CON.  
G. Revocation or suspension of a required license or ineligibility to participate in clinical. |
<p>| 2. A student who withdraws from a nursing course may repeat that course only once, on a space available basis. | | |
| 3. If a student fails two different nursing courses or the same course twice, the student will be dismissed. | | |</p>
<table>
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<tr>
<th></th>
<th>probationary period, that student will be dismissed.</th>
<th>H. Student behavior that is unprofessional or unsafe to the mental, emotional, or physical welfare of clients, staff, self, or others.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I. Withdrawal from all nursing courses without a leave of absence.</td>
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<tr>
<td>2. Recommendation for dismissal for a course related issue may be made to the Dean by the Department Chair after meeting/s to resolve the issue have been held at the Department level.</td>
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<tr>
<td>3. Students who wish to challenge the dismissal decision may request a hearing of the College of nursing Student Appeals Board. (See Student Appeals Board Policy and Procedure).</td>
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<tr>
<td>4. Once dismissed from the nursing program, the student may submit an application for readmission. The application must describe how the issues that caused the dismissal have been resolved and include a plan for future academic success. The application is reviewed by the Dean. Either the Dean or the student may request a meeting. The Dean will make a recommendation to the UG Student Concerns Committee regarding readmission. Readmission is determined by the UG Student Concerns Committee on an individual basis and space availability. If readmitted, the student will be on permanent probation.</td>
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**STUDENT APPEALS BOARD POLICY – POLICY 237**

**Policy**

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

**Purposes**

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

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

**Composition and Responsibilities**

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

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

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

**STUDENT SPECIAL APPEALS BOARD PROCEDURE – POLICY 237A**

**Student Responsibilities**

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

**Appeals Board Responsibilities**

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

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

Disposition of Special Appeals Materials

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

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

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

- Record those present:
  - Committee Members
  - Involved Parties
  - Others
- Hearing will be closed unless involved parties previously agree to an open meeting.
- The Chair will state purpose of meeting.

The purpose of this meeting is to hear an appeal of a grievance decision or notification of dismissal under the Clinical Dismissal Policy. This appeal has been brought by ___________________________ (name), a student in the ___________________________ (college). He/she is appealing ___________________________ (state appeal, including date/semester of occurrence).

For the record, the Chair will state what materials have been distributed prior to this meeting and at the meeting for the committee's review and discussion.

The Chair will read the guidelines that will be followed at this meeting that come from the most current Code of Student Life.

The Chair will state the meeting format:
The first part of the meeting is to obtain information on the related factors and aspects of the appeal. It is an informal yet objective process. This is not a disciplinary hearing, legal proceeding, nor courtroom process.

- The student will present his/her perspective.
- The faculty member, committee or administrator will present his/her perspective.

Neither the student, involved parties, nor other representatives/advisors will have the right to question the other.

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

Deliberation: All except the committee members will be excused. There is the option, however, for any of the involved parties to remain during the committee's deliberations. At that point, however, continuing participation on the part of the involved parties is not allowed. The committee will then deliberate and render a decision. The student and the other involved parties will then be notified in writing of the decision within a reasonable length of time (optionally not to exceed 5 school days).

A copy of the Committee's decision will be sent to the originator of the appeal, the Dean or dean's designee, and those against whom the appeal originated. The dean's designee (if appropriate) will inform the Dean of action taken. The original appeal statement and final decision shall be submitted to the Admissions and Record Associate to be placed in a sealed envelope in a special appeals file.

**PETITIONS/APPEALS PROCEDURE FOR USE OF MATRIX – POLICY 232**

**Background**

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

**Petitions**

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

**Procedure for Use of Matrix**

The numbers on the matrix indicate the progression that a petition or appeal would take within the College. The lower numbers indicate those individuals or the committee which in turn make recommendations to the individual with the highest number. The person designated by the highest number makes the decision using the forwarded recommendations. The student begins the process by picking up a petition form at the Admissions and Records Office in Room 308 at the College of Nursing and/or discussing the process and procedure with his/her academic advisor.
The student makes an appointment with the appropriate person who is designated as #1 on the matrix and discusses the petition with that individual. This person then is to sign the petition and indicate whether or not approval is given regarding this particular petition for the individual student. (Note: This does not mean that individual approves the right to petition. It means that she/he thinks this petition should be approved or denied). The student then progresses to the individual(s) with the next highest number(s). Once all appropriate signatures have been obtained, the petition is returned to the Admissions and Records Associate.

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

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

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

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

The Office of the Registrar hopes the following will help you better understand FERPA and feel comfortable dealing with student privacy issues. Please contact our office if you have any questions.

**What is FERPA?**

"A federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

**Brief Overview of FERPA**

Student education records are considered confidential and may not be released without the written consent of a student.

As a staff or faculty member with access to these records, you have the responsibility to protect them while in your possession.

Some information is considered public (directory information) and may be released without the student's written permission. However, the student has the right to restrict this information as well. Do not release directory information without checking to be sure it is not restricted. If you do not know how be sure to call the Office of the Registrar for more information.

Access to these records in for legitimate educational interest only, for the purposes of completing your responsibilities as an employee of the institution acting in the student's educational interest.

If you are in doubt about releasing student information, DO NOT release the information until you have contacted the Registrar's Office at 777-2711

**The Basics of FERPA**

College students must be permitted to inspect their own education records.
School officials may not disclose personally identifiable information about students nor permit inspection of their records without written permission unless such action is covered by certain exceptions permitted by the act.

**What Are the Students Rights?**

The right to respect and review their education report

The right to seek amendment to those records and in certain cases, append a statement to the record

The right to limit disclosure of personally identifiable information contained in their record

The right to file a complaint with the U.S. Department of Education

**What is Personally Identifiable Information?**

The name of the student, the student's parent, or other family members

The student's address

A personal identifier (such as a social security number or id)

A list of personal characteristics or any other information which would make the student identifiable

**What are Educational Rights?**

ANY record, file, document or other material (handwritten, tape, disks, film, etc.) which contains information directly related to a student's academic progress, student financial information, student worker information, medical condition or personal interest item. IT IS MORE THAN JUST THE ACADEMIC RECORD, and is NOT confined to the student's file in the Registrar's or college office and may include, but not limited to:

- A document with the student's name and ID
- Personal information
- Grades
- Schedules
- Tests and other graded projects
- A computer printout
- A class list
- A computer display screen
- Notes taken during an advisement session

**What are Not Educational Rights?**

**Sole Possession Records:** Records (desk drawer notes) of instructional, supervisory and administrative personnel kept in the sole possession of the maker of the record and not revealed to anyone other than the maker's temporary substitute.

**Law Enforcement Unit Records:** Records of our campus law enforcement unit created and maintained separately and used solely for law enforcement purposes.
Employment Records: Records relating to persons who are employees. NOTE: Records of individuals who are employed as a result of their status as students (work-study) are education records.

Doctor-Patient Privilege Records: Records kept and maintained by a health care professional, used solely in connection with treatment and disclosed only to individuals providing treatment.

Alumni Records: Records created by an institution after a student has left the institution.

What is Written Consent?

UND shall obtain written consent from students before disclosing any personally identifiable information from their education records. The written consent must:

- Specify the records to be released
- State the purpose of the disclosure
- Identify the party or parties to whom disclosure may be made
- Be signed and dated by the student and retained

Directory Information not normally considered a violation of a person's privacy

Information not normally considered a violation of a person’s privacy.

Students must be notified of the items of directory information.

Students must be given the opportunity to request that directory information not be released. The right of non-disclosure applies to directory information only.

If in doubt, don't release any information and contact UND's Registrar's Office for guidance.

What is Directory Information at UND?

- Name (all names on record)
- Address (all addresses on record)
- E-mail address (all electronic addresses on record)
- Phone number (all phone numbers on record)
- Height, weight, and photos of athletic team members
- Date & place of birth
- Major field of study (all declared majors)
- Minor field of study (all declared minors)
- Class level
- Dates of attendance
- Enrollment status (full time or part-time)
- Names of previous institutions attended
- Participation in officially recognized activities and sports
- Honors/awards received
- Degree earned (all degree earned)
- Date degree earned (dates of all degrees earned)
- Photographic, video, or electronic images of students taken and maintained by the institution
What is Legitimate Educational Interest?

- A "legitimate educational interest" is when a faculty, staff or other school office is:
  - Performing a task that is specified in their position description or contract
  - Performing a task related to a student's education or to a student discipline:
    - Providing a service or benefit related to the student
- It DOES NOT include
  - Accessing information for any other purpose
  - Viewing previous records/grades to see how a student performed
  - Viewing a relatives (son/daughter/spouse etc...) academic record to find out how they did in class
- Examples of "legitimate educational interest" include:
  - Faculty/staff on committees (retention committee, scholarship committee, etc...)
  - An academic advisor who needs to review a student’s educational record to determine what courses have been and/or need to be completed
- ALL RECORDS OF ALL STUDENTS are not open to all faculty or staff at the institution.

Who are School Officials?

A school official can be a person:

- Employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement and health staff personnel)
- Elected to the Board of Trustees
- Or company employed by or under contract to the college to perform a special task such as the attorney, auditor, or collection agency
- Or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks

What Are Parental Rights Under FERPA?

- When a student reaches the age of 18 or begins attending post-secondary institution regardless of age, FERPA rights transfer to the student
- Parents may obtain non-directory information when their student has provided a signed consent to the institution.
- Parents may obtain non-directory information (grades, GPA, etc.) only at the discretion of the institution and after it has been determined that their student is legally their dependent
- Parents may obtain directory information only at the discretion of the institution.

Forms

FERPA release forms may be found at: [http://und.edu/academics/registrar/_files/docs/forms/ferpa-privacy-release.pdf](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](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. The cost is 50¢ for the first page, 10¢ each additional page. Allow 3-5 days for pick-up.

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 College of Nursing.

Reference Manual for Writing Papers

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

ACADEMIC DISHONESTY POLICIES

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

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

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. For this course 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
- 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 (http://www.und.edu/dept/aoa/newharrassment.htm).

**Accommodation**

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

**Clinical Experience Policies**

**Agency Requirements**

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

**Transportation Policy – Policy 246**

The University of North Dakota, College of Nursing (UNDCON) does not require students to go on patient transport as part of their clinical experiences.

**Transportation of Clients**

Students and faculty in the College of Nursing (CON) shall not transport clients in personal or state fleet vehicles. Neither the University of North Dakota (UND) nor the CON provides liability coverage involving the transportation of clients in violation of this policy, nor does UND/CON 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: the 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 CON 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 J for Transportation Waiver of Release of the UND and CON

Professional Appearance & Equipment Requirements for Students – Policy 245

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

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Picture ID</td>
</tr>
<tr>
<td>Green Uniform (Cherokee brand)</td>
</tr>
<tr>
<td>White Lab Coat</td>
</tr>
<tr>
<td>Watch (with seconds)</td>
</tr>
<tr>
<td>Stethoscope</td>
</tr>
<tr>
<td>Pen Light</td>
</tr>
<tr>
<td>Bandage Scissors</td>
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<tr>
<td>Sphygmomanometer (adult size)</td>
</tr>
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Nursing students’ professional appearance shall include the following, as well as adhere to any additional agency policy:

Clinical Attire

The College of Nursing uniform is hunter green scrubs, top and bottom (Cherokee Brand). 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. Additional criteria for professional attire in the community setting will be provided in individual courses and must be adhered to. The student must dress in a professional manner. This includes appropriate coverage of the waistline and neckline.

Picture ID

The University of North Dakota, College of Nursing Picture ID is purchased through the UND Passport 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 CON lanyard for the picture ID is preferred.

Insignia Patch
The College 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 mustache should be trimmed neatly. Extreme hair styles and/or colors are inappropriate for the clinical area.

**Supplies**

A stethoscope, sphygmomanometer, bandage scissors, and a pen light are required and may be purchased through the Nursing Student Association at the beginning of each semester.

**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 if this accords with agency policy. Pierced jewelry in the nostril, lip, tongue, or eyebrow areas or visible other than on the earlobe is not allowed.

**Grooming**

Personal cleanliness is essential. Moderate use of makeup is acceptable. Nails must be clean, well-trimmed, smooth and fairly short; natural color nail polish may be worn if not chipped or cracked. 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 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.

**Attendance Policy Statement – Policy 242**

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

**Dealing with a Clinical Variance – Policy 248**

A clinical variance may be a medication error, a client injury or a deviation from quality care to a client being cared for by a student.

Upon discovery of a clinical variance, the faculty member will initiate the reporting process. Depending upon the nature of the variance, agency forms may be required to be completed in addition to the College of Nursing Clinical

Upon graduation, the student may request of the Dean that the College of Nursing Variance Report(s) be removed from their file.

**HIPPA – HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT - STUDENT GUIDELINES**

Upon admission students are granted access to a system where they may access information and a quiz on HIPPA laws and regulations (see below). Students will receive specific instructions prior to their first semester courses on how to access this site.

A Federal law, known as "HIPAA" (the Health Insurance Portability and Accountability Act of 1996) requires health care providers to implement a comprehensive approach to protect the privacy of personal health information (PHI). There are nine parts to HIPAA, but our immediate compliance will focus on three areas:

**Privacy Rule**

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

**Security Rule**

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

**Transactions and Codes**

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

**HOW DOES HIPAA IMPACT UND and the CON?**

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

The person responsible for our HIPAA compliance is the Dean of the College of Nursing, and all compliance aspects are coordinated by the HIPAA College Compliance Officer. For additional information or assistance, contact HIPAA Compliance Office at 701-777-4174.

Additional information about HIPAA can be found at: http://www.cdc.gov/mmwr/preview/mmwrhtml/m2e411a1.htm

http://www.hhs.gov/ocr/privacy/
CHEMICAL IMPAIRMENT POLICY – POLICY 238

The University Of North Dakota 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:

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

Identification

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

Reporting

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

- Remove student from the clinical site or classroom. (Refer to Clinical Removal Policy if indicated).
- Confront the student immediately with observation of behavior.
- Document the discussion, place in student medical file, and report it to the appropriate line of authority.
- If chemical impairment is suspected, intervention is indicated.

Intervention

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

- The student will be referred to the University of North Dakota Counseling Center for an evaluation by a licensed addiction counselor at no cost to the student.
- If chemical abuse is identified, the student will be referred to the University of North Dakota Counseling Center for their chemical abuse education program.
- Documentation of intervention will be placed in student’s medical file

Outcome(s)

- Students unable to make appropriate professional judgments meet clinical/course objectives or who demonstrate unsafe behaviors will be dismissed from the College of Nursing.
- Continued progression within the curriculum is dependent upon the student meeting course objectives and academic standards as is expected of all students.
CLINICAL REMOVAL POLICY – POLICY 234

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

- 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.

- The supervising faculty member involved must report the removal to the department chair, and together they shall make a professional decision whether the behavior of the student is such that the student should be permanently removed from patient contact in that course, and if other course faculty should be contacted.

- The supervising faculty member will arrange a meeting within three class days to inform the student of the decision whether or not to allow the student to return to the clinical area. The meeting will include the student, supervising faculty member and clinical preceptor (if appropriate), and department chair and/or designee. Following the meeting, the supervising faculty member shall place documentation regarding the incident, the outcome, and any necessary follow-up in the student’s academic file (under clinical evaluations). If the student is allowed to continue in the clinical, the department chair shall make a professional decision if the incident and outcome should be reported to the Director of Student Affairs, the Associate Dean for Undergraduate Studies, and the Dean.

- If a second removal from the clinical occurs, the student shall be permanently removed from patient contact in that course. Such removal shall result in immediate failure of the clinical course.

- Within three class days after the second removal a meeting with the supervising faculty member, clinical preceptor (if appropriate) student, department chair and/or designee, and a person of the student’s choosing shall be held to review the removal decision. Following the meeting, the supervising faculty member shall place all appropriate documentation in the student’s academic file (under clinical evaluations) and the department chair shall inform the Director of Student Affairs, the Associate Dean for Undergraduate Studies, and the Dean of the removal.

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.

UNSUPERVISED PRACTICE/APPROPRIATE USE OF EQUIPMENT AND SUPPLIES – POLICY 249

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

All supplies and equipment to be used invasively may only be checked out from the Clinical Resource and Simulation Center (CRSC) per instructor’s written consent.
Appropriate use of such equipment and supplies is expected.

All students will sign a written agreement of understanding regarding appropriate use of the equipment in any courses where use of invasive equipment is needed to cover course content.

*See APPENDIX K for Student Acknowledgment of Unsupervised Practice/Appropriate Use of Equipment and Supplies

SAFE PRACTICE IN THE CLINICAL SETTING

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

Definitions

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

Indicators

To be used as guidelines for evaluating safe practice are:

- Regulatory: The student practices within the boundaries of the North Dakota State Nurse Practice Act, the guidelines and objectives of the College of Nursing, and follows the rules and regulations of the health care agency. (Guidelines and objectives of the College of Nursing are found in the Student Handbook and in each course syllabus). Students are bound by the rules and regulations of the health care agencies.
- Examples of unsafe practice include but are not limited to the following:
  - Failure to notify the agency and/or instructor of clinical absence
  - Failure to adhere to the dress code
  - Presenting for clinical under the influence of drugs or alcohol
  - Failure to meet course attendance requirements
  - Repeated tardiness to clinical assignments
  - Failure to consult clinical instructor prior to any changes on clinical assignments
  - Leaving the clinical agency without notifying appropriate personnel

Ethical

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

Examples

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

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

Social Networks

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

EXPOSURE CONTROL PLANS/HAZARDOUS COMMUNICATIONS AKA RIGHT TO KNOW

The University of North Dakota, College of Nursing (CON) is committed to providing as safe a working environment as possible and believes that students have a right to know about health hazards associated with their work. In order for students to make knowledgeable decisions about any personal risk encountered, the Exposure Control/Safety Plans include policies and procedures which are designed to develop awareness of potentially hazardous blood borne pathogens, tuberculosis and general safety issues in the work place, and to provide a knowledge base for appropriate and safe work practices.
All students will have access to pertinent safety information through clinical experiences, course work, and in written form in the Exposure Control Plans. When safety concerns arise, students are encouraged to contact their course or clinical instructor.

The Exposure Control Plans are available in the offices of the Business Officer and Department Chairs as well as in the 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 CON in the event they experience an exposure to diseases or safety hazards which could be detrimental to their health during their nursing class or clinical experiences.

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

**OSHA Guidelines**

Occupational Safety and Health Administration (OSHA) training is handled in the appropriate classroom/course with a presentation and short test. Faculty will provide a compliance/completion report to Beth Toay, Nursing Building Room #302. It is the intent of the College of Nursing (CON), University of North Dakota (UND) faculty, staff and students, to conform to the Exposure Control Plans for UND and those of affiliated agencies and clinical sites, as well as to the requirements of local, state and federal laws and the Centers for Disease Control and Prevention (CDC) guidelines relating to minimizing the possibility of exposure to bloodborne pathogens. Specifically, the standards of the Occupational Safety and Health Administration (OSHA) will be adhered to by faculty, staff and students of the CON.

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

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

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

In the event of an exposure, it is the student’s responsibility to inform his/her instructor, preceptor and/or agency contact person as soon as it is safe to do so. Students are required to comply with reporting requirements (procedure 128a).
Bloodborne Pathogen Post Exposure Protocol

In the event that you are exposed to bloodborne pathogen **IMMEDIATE ACTION IS REQUIRED.** Exposure incidents include:

- Percutaneous injury: needlestick, cut, or laceration.
- Mucous membrane: blood or body fluid splash.
- Nonintact skin: dermatitis, hangnail, abrasion, chafing etc.
- Parenteral: includes human bite that breaks the skin.
- Intact skin: when the duration of the contact is prolonged (several minutes of more) or involves an extensive area.

You must follow the steps below:

- Clean the site where exposure occurred. Wash needlesticks and cuts for 10 minutes with soap and water or a known disinfectant against HIV. For splashes to the nose, mouth, or intact skin, flush the area for 10-15 minutes with tap water, sterile water, or sterile saline. Irrigate eyes with tap water, saline, or sterile irrigants for 10 minutes.
- After cleaning, notify your clinical instructor or preceptor. Do not waste excessive time attempting to contact one of these people. Notify a staff person if unable to locate your clinical instructor or preceptor. Also notify the unit supervisor and the agency infection control or occupational health nurse.
- Assure the source patient’s name and medical record number is recorded.
- Report to the Emergency Department at Altru Hospital (if in Grand Forks) or the nearest acute care emergency department immediately for medical evaluation and post exposure management. You will be evaluated for exposure to HIV, Hepatitis B, and Hepatitis C. Post-exposure prophylaxis may be recommended. Time is of the essence. You have a window of time to begin this medication. This time factor is why it is urgent that you report for care promptly after an exposure.
- The source patient may need to be tested for HIV, Hepatitis B, and Hepatitis C. Post-exposure prophylaxis can be taken for the time period it takes to determine the source person’s HIV status. Permission must be obtained.
- If you have not yet notified your clinical instructor, continue to attempt to do that or notify an administrator in the College (department chair, Associate Dean, or Dean). You will need to complete any agency, CON, and UND documentation.
- The cost of your care will be borne by you or your insurance.

Students are to read this protocol and sign on a class roster stating they have read and understand the protocol. Signed class lists are sent to the Risk Management Officer in the Dean’s Office.

University of North Dakota

College of Nursing

QUICK FORM

Follow-up Actions for Bloodborne Exposures
1. **Individual’s Actions – If an exposure occurs:**

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

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

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

   **“Without Delay”**
   - Get the exposed individual to the nearest Emergency Room or Healthcare Provider for Evaluation
   **“Next”**
   - Complete required report forms (clinical agency, CON and UND)

3. **Healthcare Provider:**

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

   **National Clinicians’ Post-Exposure Prophylaxis (PEP) Hotline:** Available for emergency calls 24/7
   1-888-448-4911
   [http://pepline.ucsf.edu/pepline](http://pepline.ucsf.edu/pepline)

**Latex Allergy**

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

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

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

Policy on Breastfeeding on Campus

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

Lactation Lounge

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

Clinical Resource and Simulation Center (CRSC): Rooms 101, 103, 103E, 105 & 107 and 209

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

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

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

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

Summer session: Variable - will be posted outside CRSC

Telephone number 777-4502

STUDENT ACTIVITIES AND ORGANIZATIONS

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

College of Nursing Student Council

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

- Undergraduate Curriculum Committee
- Undergraduate Student Concerns Committee
- Altru Health System Collaboration Committee
- Assessment Committee

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

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

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

**Nursing Student Association (NSA)**

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

**Honor Society: Sigma Theta Tau International Honor Society of Nursing**

Sigma Theta Tau International Honor Society of Nursing

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

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

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

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

**Graduate Student**

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

**Nurse Leader**

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

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

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

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

- Apply for graduation online at [https://apps.und.edu/graduationonline/](https://apps.und.edu/graduationonline/)
- All correspondence courses must be completed and grades recorded to your academic record before your degree can be awarded.
- If you have participated in study abroad, your works needs to be recorded on your academic record prior to the recording of your degree. Please contact the International Centre at 777-4231 with any questions.
- Once your degree has been cleared by your college and recorded to your transcript, your academic record for that degree is frozen and changes cannot be made.
- Complete exit loan counseling before you graduate if you have ever received a federal student loan at UND. Federal student loans include: Direct, Stafford, GradPLUS, Perkins and Nursing Loans. This requirement must be completed online at UND.edu/financial-aid, click on Forms Quick Links in the left navigation.
- Make arrangements to check out of UND residence hall or apartment housing. Contact the Housing Office at 777-4251 with questions.
- Request a refund of your U Card, U Ca$h account if you have an unused balance. Any money left in this debit account will revert to the University U Card Office two years after becoming inactive. Contact the U Card Office (Memorial Union, Room 3) to request this refund.
- Contact Career Services for assistance with your job search and career development.
- If you are considering an advanced degree, consult with the Graduate School and University Testing Service to help with your plans.
• Purchase your cap, gown, and tassel from the UND Bookstore if you plan to participate in the commencement ceremony. Master's and doctoral candidates will also need to purchase a hood (see information for doctoral students below).

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

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

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

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

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

**College 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.

**ND LICENSING POLICY FOR STUDENTS LICENSED THROUGH A STATE BOARD OF NURSING – POLICY 211**

• Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) applying to the College of Nursing must have a current U. S. license in good standing.

• All RN and LPN students must provide proof of current U.S. licensure to the College of Nursing upon admission and annually by every January 15th.
  
  o LPN & RN-to-BSN students must provide verification of continued unencumbered licensure to the Admissions, Records and Advising Associate by January 15th of each year.
  
  o RN-to-MS students must provide verification of continued unencumbered licensure each year by January 15th to the Graduate Student Services Specialist.

• It is the student’s responsibility to inform the College of Nursing of any change in the status of her/his license by submitting a copy of the Board Order to the appropriate Associate Dean. 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 College of Nursing, that student may be barred from clinical nursing courses contingent upon the nature of the encumbrance and College of Nursing resources to supervise these students.

• The appropriate Associate Dean will inform the appropriate Department Chairperson of the change in license status of the student. The Department Chairperson will determine, in consultation with the Associate Dean and appropriate faculty, whether or not the student may enroll, or continue enrollment in a clinical course.
ESSENTIAL DOCUMENTS

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

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

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

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

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

- **American Nurses Association Code of Ethics.** This is available at the University Bookstore and Library of the Health Sciences.
# APPENDIX A | PRE-NURSING AND NURSING CURRICULUM

## Pre-Nursing Curriculum

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Engl 110 Comp</td>
<td>* Engl 120 or 125 Comp</td>
<td>3</td>
</tr>
<tr>
<td>* Chem 115/Lab or 121/Lab</td>
<td>* Chem 116/Lab</td>
<td>4</td>
</tr>
<tr>
<td>* Psy 111</td>
<td>* Anat 204/Lab Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>* Soc 110, 115, or Anth 171</td>
<td>* Psyc 250 or 270 Dev or Ab Psyc</td>
<td>4/3</td>
</tr>
<tr>
<td>* Math 103 College Algebra</td>
<td>Arts/Humanities GER/ES</td>
<td>3</td>
</tr>
</tbody>
</table>

**Credits**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>19/18</td>
<td>17-19</td>
</tr>
</tbody>
</table>

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

The College of Nursing admits students to start Nursing classes each Fall & Spring semester

Apply online @ [www.nursing.und.edu/undergrad/apply_online.cfm](http://www.nursing.und.edu/undergrad/apply_online.cfm) during the following times:  **May 1 to July 1 for Spring admission or December 1 to February 1 for Fall admission.**

## Nursing Curriculum

Documentation of current CNA certification (Certified Nursing Assistant) & CPR certification are required upon admission to the Nursing Program. Effective with Fall 2008 admissions students must also submit proof of completion of a CNA course or 3 months experience as a CNA. The nursing curriculum is sequenced to build over five semesters. Careful attention should be paid to pre- and co-requisites. Each Nursing semester must be completed entirely before progressing. Non-nursing courses may be taken ahead of schedule if possible. In addition to the Nursing curriculum all students must meet university graduation requirements.

All required Nursing courses are offered each Fall & Spring

### Semester One

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

**Semester credits 16**

### Semester Two

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

**Semester credits 17-18**

### Semester Three

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

**Semester credits 16**

### Semester Four

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

**Semester credits 13**

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

### Semester Five

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

**Semester credits 14**

**Total Credits Required 129**

Undergraduate Nursing Program Student Handbook 2012-2013
## APPENDIX B | BACKGROUND CHECK PRODUCT SERVICE INFORMATION

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationwide Sex Offender</td>
<td>Provides records from Sex Offender Indexes from all 50 states (Sex Offender Registry)</td>
</tr>
<tr>
<td>Nationwide HealthCare Fraud &amp; Abuse Scan (FACIS III)</td>
<td>This is a search of disciplinary actions taken by federal agencies as well as those taken by licensing and certification agencies in all 50 states. This is the most comprehensive search method available. This includes OIG, GSA and other federal sources as well as state agencies. An individual may be the subject of adverse action by more than one agency for the same or different events. - FACIS (III)</td>
</tr>
<tr>
<td>Wants &amp; Warrants (Nationwide)</td>
<td>This is a search for any open arrest warrants for an individual. This search is a great search to perform to see if anyone might currently be wanted by the police on any matter. A database of records collected from various states, counties, and law enforcement agencies revealing if a person has an outstanding warrant; however, it is not all-inclusive. Should be followed up with a county criminal record search for re-verification to confirm the information reported.</td>
</tr>
<tr>
<td>Nationwide Criminal Records Database</td>
<td>The Nationwide Database is a key supplementary search which reveals criminal records in undisclosed locations and is complimentary to county searches. It includes information from the following sources: Proprietary Offender Data, Nationwide Sex Offender Database, AppALERT (Office of Foreign Assets Control - OFAC), the FBI Terrorist List and Federal/State/Local Wanted Fugitive Lists, Traffic Court, Department of Public Safety, seven years worth of information from the Administrative Office of the Courts and the Department of Corrections. This database contains over 150 million criminal records from 44 states and D.C. The age of the information and the type of information varies from state to state. - Internal Database + National Background Data</td>
</tr>
<tr>
<td>Nationwide Federal Criminal Records</td>
<td>A federal crime is a violation of federal law or any crime committed on federal property. Federal laws govern crimes more severe in nature than those under the county of the state jurisdiction. Federal criminal records are available nationally or by state. - PACER (Public Access to Court Electronic Records)</td>
</tr>
<tr>
<td>County Criminal Searches</td>
<td>County criminal records are the most accurate and up to date records that exist. They are updated from the moment the clerk of court enters the information into the system. Certified Background maintains a network of over 12,000 court researchers that physically enter the courthouses to pull the records. County criminal records are considered to be the ideal method of attaining accurate and thorough criminal background information. County criminal searches take approximately 24 – 72 hours to complete.</td>
</tr>
<tr>
<td>Statewide Criminal Searches</td>
<td>A statewide criminal record investigation accesses a state maintained repository of criminal records that typically includes records from every county courthouse in a state. Statewide searches are not available in all states. The thoroughness of statewide criminal record searches varies from state to state.</td>
</tr>
<tr>
<td>Verifications (Professional License, Reference, Education, Employment)</td>
<td>In attempts to appear more qualified, applicants often falsify and embellish their resumes. In today's face paced environment, HR departments are overworked. By outsourcing verifications, employers are guaranteed that all verifications are thoroughly completed in a timely manner. Employment verifications detail former employers, dates of employment, job title and rehire eligibility. Education Verifications verify the highest level of education that the applicant completed. Reference verifications report the findings of in-depth interviews of an applicant's professional references. Professional license verifications confirms the existence of an applicant's license in a given field. Reports include the status of a professional license, the date of issuance, state of origin, complaints, suspensions, and the expiration date. - Primary Source</td>
</tr>
<tr>
<td>Credit Report</td>
<td>A credit report summarizes the financial obligations of an individual. A credit report catalogs an individual’s income range, debt to income ratio, public records, collections, current negative accounts, previous negative accounts, installment and revolving accounts, as well as address and employer information. - TransUnion</td>
</tr>
<tr>
<td>Residency History</td>
<td>A residency history is a search conducted using the IRB database that compiles information from various sources, including voting and property records, to arrive at a list of names and addresses that have been associated with a specific Social Security number. These past addresses provide a map to know which counties and states to search for criminal records that the applicant may have purposefully omitted, thus helping ensure a more thorough investigation of criminal records.</td>
</tr>
<tr>
<td>Social Security Trace</td>
<td>Verifies that the student’s SSN is valid and is not associated with fraudulent activity (using the IRB database)</td>
</tr>
</tbody>
</table>
APPENDIX C | STATEMENT OF ABSENCE OF SYMPTOMS

Statement of Absence of Symptoms (Tuberculosis) – Policy 247b

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

I, the undersigned, do attest to not having communicable disease symptoms of tuberculosis (productive or prolonged cough, fever, chills, loss of appetite, weight loss, fatigue or night sweats*).

I, the undersigned also attest to having a negative chest x-ray as documented by the attached note from the radiologist, dated: _____________________. I have agreed to have this chest x-ray at my own expense as required; I understand that it is required because the tuberculosis skin test was positive I hereby assume social and economic responsibility for myself as follows:

Should I or my clinical professor with whom I work or study note the appearance of any of the above or other signs and symptoms of tuberculosis, which may indicate illness, I will seek medical consultation regarding my health in relation to working/studying in nursing.

I will remain out of the clinical and classroom setting until I am declared by my health care provider to be free of communicable signs/symptoms; I will submit to my faculty a permit from my health care provider attesting to my health status. I will provide a copy of that permit to the College of Nursing Office of Student Affairs.

____________________________________
Signature                                      Date

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

____________________________________
Signature of Health Care Provider           Date

* Division of Tuberculosis Elimination, National Center for HIV/AIDS, Viral Hepatitis, STD, and TB prevention, cdcinfo@cdc.gov, accessed online on 4/16/2009.
### APPENDIX D | SPECIAL FINANCIAL NEEDS OF NURSING STUDENTS

University of North Dakota  
Special Financial Needs of Nursing Students  
All Costs are Approximate

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semesters 4 &amp; 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Fee</td>
<td>Program Fee $1,000.00</td>
</tr>
<tr>
<td>$500.00</td>
<td>Books $500.00</td>
</tr>
<tr>
<td>Books $500.00</td>
<td></td>
</tr>
<tr>
<td>Lab Coat $30.00</td>
<td>*Health Insurance (Student Health) $10.00</td>
</tr>
<tr>
<td>Picture ID $5.00</td>
<td>TB Test (Student Health) $10.00</td>
</tr>
<tr>
<td>Stethoscope (NSA) $80-155</td>
<td>CPR Re-certification $20-30</td>
</tr>
<tr>
<td>Blood Pressure Cuff $36.00</td>
<td>White Shoes $60.00</td>
</tr>
<tr>
<td>Watch (w/second hand indicator) $33.00</td>
<td>NCLEX Review Course (optional) $260.00</td>
</tr>
<tr>
<td>Bandage Scissors $6.00</td>
<td>NCLEX Exam Registration Fee $200.00</td>
</tr>
<tr>
<td>Pen Light $3.00</td>
<td>ND St Board Licensing Fees $110.00</td>
</tr>
<tr>
<td>*Health Insurance (Student Health)</td>
<td>Pinning/Graduation Exps (optional) $40.00</td>
</tr>
<tr>
<td>Background Check $60.00</td>
<td>Background Check $60.00</td>
</tr>
<tr>
<td>TB Test $10.00</td>
<td></td>
</tr>
</tbody>
</table>

**Student Health Rates for Shots**

<table>
<thead>
<tr>
<th>Shot</th>
<th>Cost</th>
<th>25 miles/wk @ .45/mile x 8 wks</th>
<th>Mental Health (8 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hep B</td>
<td>53.72</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hep B Titre</td>
<td>40.68</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mantoux (TB Test)</td>
<td>10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MMR (if no insurance)</td>
<td>13.90</td>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>T Dap (if no insurance)</td>
<td>13.90</td>
<td>4 miles/wk @ .45/mile x 8 wks</td>
<td></td>
</tr>
<tr>
<td>CPR Certification</td>
<td>20-30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mental Health (8 weeks)**

<table>
<thead>
<tr>
<th>Mental Health (8 weeks)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 miles/wk @ .45/mile x 8 wks</td>
<td>90.00</td>
</tr>
</tbody>
</table>

**Multi System (16 weeks)**

<table>
<thead>
<tr>
<th>Multi System (16 weeks)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>14.40</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Practicum Experience (6 wks, any one of 3 options)</th>
<th>Out of State:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#Transportation</td>
</tr>
<tr>
<td></td>
<td>Food ($20/day x 42 days) $840.00</td>
</tr>
<tr>
<td></td>
<td>Room $420.00</td>
</tr>
<tr>
<td></td>
<td>In State:</td>
</tr>
<tr>
<td>Item</td>
<td>Cost</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>TB Test</td>
<td>10.00</td>
</tr>
<tr>
<td>CPR Re-certification</td>
<td>20-30</td>
</tr>
<tr>
<td>Transportation Clinicals</td>
<td>432.00</td>
</tr>
<tr>
<td>(30 mils/wk @ .45/mile x 32 wks)</td>
<td></td>
</tr>
<tr>
<td>Background Check</td>
<td>60.00</td>
</tr>
</tbody>
</table>

**Public Health (16 weeks)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>202.50</td>
</tr>
<tr>
<td>(30 miles/wk @ .45/mile x 15 wks)</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE: All Prices Quoted August 1, 2011**

**Student Health Insurance Annual Rates**

(Contact Student Health for 1 of 3 plans)

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>850.00</td>
</tr>
<tr>
<td>Spouse</td>
<td>2975.00</td>
</tr>
<tr>
<td>Each Child</td>
<td>2125.00</td>
</tr>
</tbody>
</table>

(NSA) Nursing Student Association has these for sale.
**APPENDIX E | RN/BSN OPTION NURSING CURRICULUM SEQUENCE**

This sequence reflects the nursing coursework remaining for most RN/BSN option students after transfer of A.D. nursing credit or with escrowed diploma nursing credit. Thirty semester credits of UND nursing coursework are required. Other Essential Studies and required non-nursing courses must be scheduled as necessary to meet graduation requirements. All support courses and challenge exams must typically be completed prior to beginning nursing courses.

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 282 Health Promotion 2 cr.</td>
<td>Nurs 326 Research Evidence for Pract. 2 cr.</td>
</tr>
<tr>
<td>Nurs 302 Pathophysiology 3 cr.</td>
<td>Nurs 490 Transcultural Health Care 3 cr.</td>
</tr>
<tr>
<td>Nurs 350 Nursing in Transition 3 cr.</td>
<td>Nurs 474 Professional Development II 5 cr.</td>
</tr>
</tbody>
</table>

**SUMMER TERM**

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

**Elective Nursing Courses**

A minimum of eight credits are to be chosen from the courses listed below. Those available from a distance are in bold.

| Nurs 284 Functional Changes in Aging 2 cr. |
| Nurs 306 Palliative Care 2 cr. |
| Nurs 322 Nursing Care of Diverse Families 3 cr. |
| Nurs 394 Independent Study 1-10 cr. (May include clinical) |
| Nurs 400 Special Topics 2-3 cr. |
| Nurs 402 Complex Adult Health Theory 3 cr. |
| Nurs 405 Nursing Informatics 3 cr. |
| Nurs 420 Interprofessional Health Care 1 cr. |
| Nurs 425 Nursing Practicum Theory 2 cr. |
| Nurs 475 Nursing Practicum Clinical 1-4 cr. |
| Nurs 473 Multisystem Complex AH 4 cr. (2 theory/2 clinical) |
| Nurs 476 Complex Child Bearing Family 2 cr. (1.5 theory/1.5 clinical) |
| Nurs 489 Senior Honors 6-15 cr. (may include clinical) |
| Nurs 501 Complementary Therapies 3 cr. |
APPENDIX F | TRANSFER OF NURSING CREDIT REQUEST

Transfer of Nursing Credit Request – Policy 407a

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

TO: UND College of Nursing Department Chair

FROM: (Student Name) ___________________________ (ID #) ____________

(Address) ________________________________________________

Telephone #) ____________________________

Name/location of previous nursing program: _________________________________

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

Course #: _________ Course Name: _____________________________________

Credits: ________ Grade Received: _________ Date Completed: _____________

Do you want to meet with or be present when the Department Chair/representative reviews your request?

Yes ___ No ___ If yes, please make an appointment with the chair/representative.

Part B: (For Office Use Only)

DEPARTMENT/FACULTY DECISION ON TRANSFER

The above course was considered for transfer as equivalent for UND Nursing Course # ______________

Decision: Approve _____ Disapprove _____ Conditional Approval _________

Rationale/Conditions:

Signature of Department Chair: ___________________________ Date: ______________

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

The policy, Functional Ability Requirements for Undergraduate Nursing Students & Common Activities/Tasks Required in the Nursing Profession can be accessed on the College of Nursing Internet site at http://www.und.nodak.edu/dept/nursing/ 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

Student Grievance Statement

UNIVERSITY OF NORTH DAKOTA
COLLEGE OF NURSING
Student Grievance Statement

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

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

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

________________________________________
Signature

________________________________________
Date
Statement of Decisions Related to Grievance

UNIVERSITY OF NORTH DAKOTA
COLLEGE OF NURSING

Statement of Decisions Related to Grievance

Write your response to the Student Grievance: (a) statement, (b) request, and (c) rationale. Include documentation as appropriate.
### Undergraduate Academic Petition/Appeals Matrix – Policy 232a

<table>
<thead>
<tr>
<th>Petitions/Appeals</th>
<th>Form to use</th>
<th>Advisor</th>
<th>Instructor</th>
<th>Dept Chair</th>
<th>Student Dean or Designee</th>
<th>Course Dean</th>
<th>Student Concerns</th>
<th>Special Appeal Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate without being enrolled</td>
<td>CON Petition</td>
<td>1</td>
<td>NA</td>
<td>NA</td>
<td>2</td>
<td>NA</td>
<td>NA</td>
<td>A</td>
</tr>
<tr>
<td># Extension of time to remove incomplete</td>
<td>Admin Procedures Form</td>
<td>NA</td>
<td>1</td>
<td>2</td>
<td>NA</td>
<td>3</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td># Special and validating exams</td>
<td>CON for Nursing course/AD Pro form for non-nursing</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>NA</td>
<td>4</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td># Graduate from one college while enrolled in another</td>
<td>Admin Procedures Form</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>2</td>
<td>1</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td># Add a course late during the term</td>
<td>Registration Action Form</td>
<td>2</td>
<td>1</td>
<td>NA</td>
<td>NA</td>
<td>3</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Take or give final exams at times other than those specified</td>
<td>CON for nursing course/AD Pro Form for non-nursing</td>
<td>NA</td>
<td>1</td>
<td>2</td>
<td>NA</td>
<td>3</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td># Repeat a course with grade of &quot;C&quot; or better and have the last grade only counted in averages</td>
<td>Admin Procedures Form</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>NA</td>
<td>4</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Complete a major with fewer than 15 hours in the major done in residence</td>
<td>CON Petition</td>
<td>1</td>
<td>NA</td>
<td>2</td>
<td>3</td>
<td>NA</td>
<td>NA</td>
<td>A</td>
</tr>
<tr>
<td>Complete a minor with fewer than four hours in the minor done in residence</td>
<td>Admin Procedures Form</td>
<td>1</td>
<td>NA</td>
<td>2</td>
<td>3 minor dept</td>
<td>NA</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Petitions/Appeals</td>
<td>Form to use</td>
<td>Advisor</td>
<td>Instructor</td>
<td>Dept Chair</td>
<td>Student Dean or Designee</td>
<td>Course Dean</td>
<td>Student Concerns</td>
<td>Special Appeal Board</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>--------------------------------------</td>
<td>---------</td>
<td>------------</td>
<td>------------</td>
<td>---------------------------</td>
<td>-------------</td>
<td>------------------</td>
<td>----------------------</td>
</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>Admin Procedures Form</td>
<td>1</td>
<td>NA</td>
<td>NA</td>
<td>2</td>
<td>NA</td>
<td>A</td>
<td>NA</td>
</tr>
<tr>
<td># Be enrolled for more than 21 credit hours in a regular semester or more than ten in a summer session</td>
<td>Registration Action Form</td>
<td>1</td>
<td>NA</td>
<td>NA</td>
<td>2</td>
<td>NA</td>
<td>A</td>
<td>NA</td>
</tr>
<tr>
<td>Graduate with fewer than 36 upper level credit hours</td>
<td>CON Petition Form</td>
<td>1</td>
<td>NA</td>
<td>NA</td>
<td>2</td>
<td>NA</td>
<td>NA</td>
<td>A</td>
</tr>
<tr>
<td># Have a similar, but differently named, course constitute a repeat of a previous course</td>
<td>Admin Procedures Form</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>NA</td>
<td>4</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td># Change a grade misrecorded in a course</td>
<td>Change Grade Form</td>
<td>NA</td>
<td>1</td>
<td>NA</td>
<td>NA</td>
<td>2</td>
<td>A</td>
<td>NA</td>
</tr>
<tr>
<td># To change to or from S-U grading or to or from audit during the term (after deadline but before the last day to drop)</td>
<td>Registration Action Form</td>
<td>1</td>
<td>2</td>
<td>NA</td>
<td>NA</td>
<td>3</td>
<td>NA</td>
<td>A</td>
</tr>
<tr>
<td>Petition to waive CON admission requirements</td>
<td>CON Petition Form</td>
<td>1</td>
<td>NA</td>
<td>NA</td>
<td>3</td>
<td>NA</td>
<td>2</td>
<td>A</td>
</tr>
<tr>
<td>Taking nursing course out of sequence (progression after admission)</td>
<td>CON Petition Form</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td># Waive up to one credit of one general education requirement</td>
<td>CON Petition Form</td>
<td>1</td>
<td>NA</td>
<td>NA</td>
<td>2</td>
<td>NA</td>
<td>NA</td>
<td>A</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>NA</td>
<td>1</td>
<td>2</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Petitions/Appeals</td>
<td>Form to use</td>
<td>Advisor</td>
<td>Instructor</td>
<td>Dept Chair</td>
<td>Student Dean or Designee</td>
<td>Course Dean</td>
<td>Student Concerns</td>
<td>Special Appeal Board</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>---------</td>
<td>------------</td>
<td>------------</td>
<td>--------------------------</td>
<td>-------------</td>
<td>----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Petition to waive graduation requirements</td>
<td>CON Petition as appropriate</td>
<td>I</td>
<td>NA</td>
<td>NA</td>
<td>2</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
I __________________ (name of student) hereby release UND and the CON 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 UNDCON.

________________________________________  __________________________________
Student signature and Date                Witness* and Date

*Clinical faculty/Staff and Date

Copy: Student’s academic file
APPENDIX K | UNSUPERVISED PRACTICE/APPROPRIATE USE OF EQUIPMENT & SUPPLIES

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

1. Students will ONLY practice invasive procedures (where skin is broken or orifice is entered) while under supervision of faculty or clinical preceptors within clinical or lab settings.

2. All supplies and equipment to be used invasively may only be checked out from the Clinical Resource and Simulation Center (CRSC) per instructor’s written consent.

3. Appropriate use of such equipment and supplies is expected.

4. All students will sign a written agreement of understanding regarding appropriate use of the equipment in any courses where use of invasive equipment is needed to cover course content.

Student Statement:

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

_____________________________________________   _________________
Student Signature                              Date