

NDSU

COLLEGE OF
PHARMACY, NURSING,
AND ALLIED SCIENCES

**Department of
Allied Sciences
Handbook
2013-2014**

August 2013

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July 2013

INTRODUCTION

Welcome to the College of Pharmacy, Nursing, and Allied Sciences. We are excited that you are a student in our professional program and I want to provide for you some information that I hope will be of assistance to you during your academic journey with us.

A very important person during your time with us is your advisor. This individual is available to assist you in planning your program of studies and answer questions about future career options. I urge you to meet regularly with your advisor especially if you have any questions, concerns or need help with any academic, College, or campus issues. Faculty and staff are prepared to work with you on an individual basis and help guide you through your journey with us. Additional career information can also be found in our Administrative Office, Sudro 123, and by attending our Annual Career Fair in September at the Fargodome.

The professional curriculum is designed to challenge you and to teach you to become an independent learner. Therefore, students are expected to take a very active role in their education and take responsibility for their own learning. Student active learning is a major emphasis of our program. You will be asked to apply your knowledge, dig for the answers to questions, communicate both verbally and in writing, critically think and problem-solve through case discussions, and participate in numerous experiential activities. I encourage you to ask questions in class and to learn by understanding and applying the material presented rather than by simply memorizing factual information. The goal of our curriculum is for you to achieve the necessary life-long learning skills which will become important to you in your future career as a health professional to be able to "keep up" with the plethora of new information associated with our rapidly changing health care system. Your ultimate success will be determined by the amount of effort you are willing to put into your academic studies. So work hard and give your best effort in all that you do. If you give us your best, you will receive the best in your educational experience with us.

We desire to provide a positive learning environment for all students here within the College and we strive to continually improve our program. Students are a very important part of this process and we actively solicit your input and active participation through various formats. Students are elected from each class to serve on the Dean's Student Liaison Committee. This committee meets with the Associate Dean for Student Affairs & Faculty Development throughout the year to bring student concerns to the attention of the administration. In addition, the College holds a Deans' Open Forum each semester to allow students an opportunity to interact directly with the Dean (and his administrative leadership team) on matters of interest and concern to students. And I also want you to know that my door is always open to you, so please don't hesitate to stop by my office if you need my assistance for anything. We encourage you to use these sources as well as visits with faculty, or any of the members of the staff in our Administrative Office whenever you have issues that need to be brought to our attention. In addition, I encourage you to become actively involved with your profession by joining one of our student professional organizations. This is a great way to learn about what's going on within your profession and begin contributing to the advancement of your future professional career and practice.

This "Handbook" is devoted to academic information to help enhance student success within our program. We hope you find it helpful to you. I wish you much success in your educational pursuits with us and in your later professional practice.

Best wishes to you for a successful year!

Charles D. Peterson, Pharm.D.

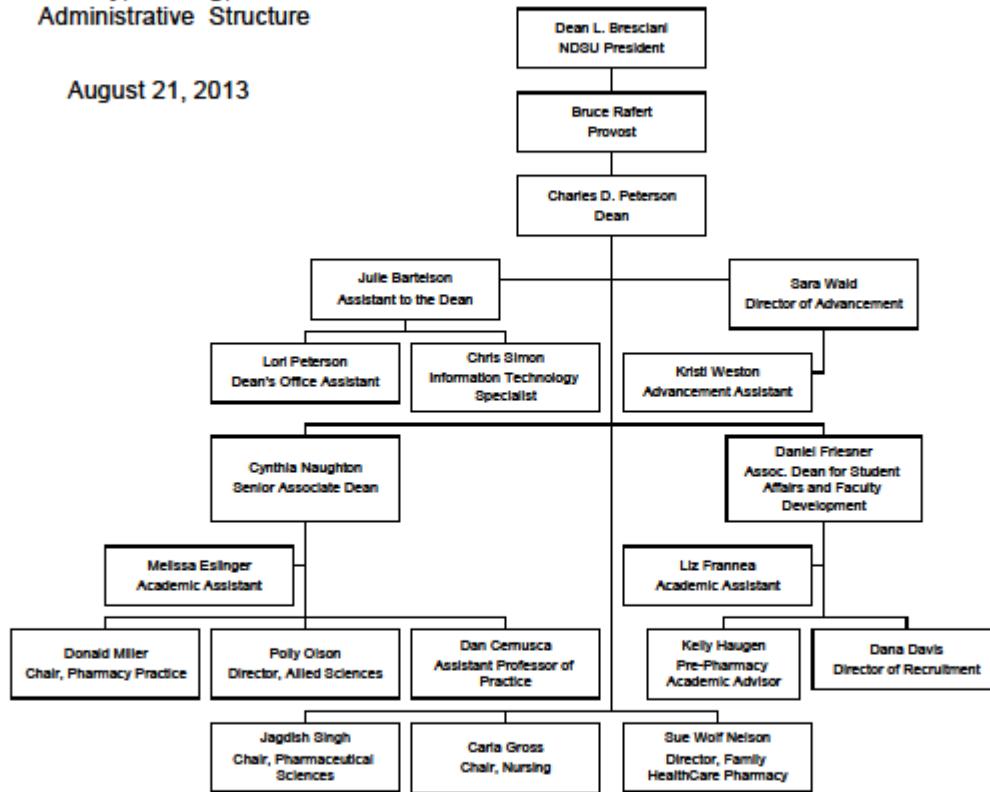
Dean, NDSU College of Pharmacy, Nursing, and Allied Sciences

Administrative Structure



College of Pharmacy, Nursing, and Allied Sciences Administrative Structure

August 21, 2013



***Disclaimer: See department organizational charts for further breakdown of each department's organizational structure.

College of Pharmacy, Nursing, and Allied Sciences

www.ndsu.edu/alliedsciences

Please note that additional policies and procedures not contained in this document apply to students in the College. Those policies and procedures are contained in the College Policy manual ([www.ndsu.edu/pharmacy/college information/policy manual](http://www.ndsu.edu/pharmacy/college_information/policy_manual)).

Advising:

All students will be assigned an academic advisor. The academic advisor assists students in making informed educational and career decisions based on their overall life goals. However, students are responsible for the course and program selections which they make.

To help students better understand the advising relationship, the Department of Allied Sciences utilizes an Advising Syllabus. The syllabus includes contact information, expectations of the advisor and advisee, suggested times to meet with an advisor, and what to expect during an advising appointment. Students may pick up a syllabus from their allied sciences advisor or the department, Sudro 118U.

In addition, an academic advising and student resources link may be found at [www.ndsu.edu/alliedsciences/academic advising and student resources/](http://www.ndsu.edu/alliedsciences/academic_advising_and_student_resources/)

Departmental Academic Progress Notification:

Following grade posting each term, academic records for all allied sciences pre-professional and professional students will be reviewed by the department. In accordance with the College's Student Academic and Conduct Standards Policy (3.01), students will be notified by the third week of each semester via NDSU email of academic deficiencies: warning, probation, continued probation and suspension. Academic deficiency notices will be copied to the College's Associate Dean for Academic Affairs and Assessment. Hard copies of all email notifications will be placed in the student's departmental academic record and retained in the department. Notations of College academic probation and suspension do not appear on the student's official academic transcript. A student who has been suspended from the College may appeal the suspension according to the College Appeals procedure.

Background Check Policy 3.08:

North Dakota State University is committed to providing an atmosphere that encourages learning, the exchange of ideas and interacting with one another in a safe environment. NDSU (and the College of Pharmacy, Nursing, and Allied Sciences) reserves the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students, and suspend or terminate the enrollment of students who NDSU and/or the College of Pharmacy, Nursing, and Allied Sciences determine represent a safety risk to NDSU or College students, employees, property, or affiliated teaching sites and their employees and patients. An individual who is disqualified from having patient contact based on a background check may be unable to meet program requirements and/or to complete their intended degree. The State regulatory boards and national certifying agencies

may deny licensure/certification to an individual with a criminal background. All students will be required to complete a criminal background check as determined by their discipline; for Allied Sciences, students complete background checks when applying for the internship and in accordance with hospital admission policies. Students may be required to obtain two background checks (a multi-state and an FBI check) at multiple points in their educational program. Students who do not comply with the background checks, release of information, and the required deadlines for procuring background checks will be prevented from registering for and/or attending classes and/or professional program application(s).

Current Competency:

For select Allied Sciences hospital programs, core courses in the sciences and math must have been completed within a certain number of years prior to the start of an internship, i.e. five to seven years, or updated in a manner acceptable to that hospital program. Current competency must be demonstrated if a student wishes to utilize older coursework. Please consult your advisor for appropriate degree planning and course selection.

Mission

The Department of Allied Sciences mission is to prepare its students with the knowledge, skills, and characteristics necessary to become competent, compassionate, and contributing professionals in their career choice of Medical Laboratory Science, Radiologic Sciences or Respiratory Care. In support of this mission, the Allied Sciences programs and its affiliates offer a curriculum that promotes the development of a graduate who thinks critically, provides safe and responsible patient care, behaves ethically and professionally, and prepares for lifelong learning and leadership in their profession.

Curriculum

North Dakota State University's College of Pharmacy, Nursing, and Allied Sciences offers three allied health programs within the Department of Allied Sciences. They are Medical Laboratory Science, Radiologic Sciences, and Respiratory Care. Students in these programs complete two-three years of pre-professional courses on campus and a professional phase or "internship" which occurs in an affiliated, accredited, hospital-based program. Internships are one year in length for MLS majors, 15 months for RC majors, and two years for RS majors. Upon completion of the internship, graduates are awarded a bachelor of science degree, major in MLS, RC, or RS, and are eligible to take a national certifying exam to begin work in their profession.

Sample curricula follow. Other options to complete requirements may be available; please visit with your academic advisor. Students will follow the curriculum in place at the time they declare the major. For all programs within the College, grades of C or better are required for all courses used to fulfill major/degree requirements.

Medical Laboratory Science Sample¹ Curriculum:

First Year	F	S	Third Year	F	S	SS
<i>Engl 110, 120 - Clg Comp I, II</i>	3	3	<i>Biol 315 Genetics, Lab</i>	4	-	
<i>Chem 121, 121L - Gen Chem I, Lab</i>	4	-	<i>*Bioc 460, 460L - Found/Biochem/ Molecular Biology I, Lab</i>	4	-	
<i>Biol 150, 150L - Gen Biology, Lab</i>	4	-	<i>*Bioc 461 – Found/Biochem/Molecular Biology</i>	-	0-	
<i>Math 103 - College Algebra</i>	3	-	<i>Micr 471 – Immunology Lab</i>	2	-	
<i>Univ 189 - Skills for Academic Success</i>	1	-	<i>Micr 463 - Clinical Parasitology</i>	-	2	
<i>CSci 114 - Microcomputer Pkgs</i>	-	3	<i>MLS 435 - Hematology</i>	-	2	
<i>Chem 122, 122L - Gen Chem II, Lab</i>	-	4	<i>**General Ed Requirements/ Electives</i>	3	6	
<i>Comm 110 - Fund of Public Spkg</i>	-	3	<i>Engl 325 – Writing in the Health Prof</i>	-	3	
<i>Wellness</i>	-	2	<i>Stat 330 - Introductory Statistics</i>	3	-	
Totals	15	15	Totals	16	13*	
Second Year			Fourth Year			
<i>*Chem 240 - Survey of Organic Chemistry OR</i>	<i>3-4</i>	<i>-</i>	<i>MLS 496 - Field Experience/Internship²</i>	<i>12</i>	<i>12</i>	<i>6</i>
<i>Chem 341, 341L - Org Chem I, Lab</i>	<i>5</i>	<i>-</i>	Totals	12	12	6
<i>Micr 350, 350L - Gen Micro, Lab</i>	<i>4</i>	<i>-</i>				
<i>Biol 220, 220L - Human Anatomy & Physiology I, Lab</i>						
<i>MLS 111 Intro to MLS</i>	<i>1</i>	<i>-</i>				
<i>Biol 221, 221L - Human Anatomy & Physiology II, Lab</i>	<i>-</i>	<i>4</i>				
<i>**General Education /Electives</i>	<i>3</i>	<i>3</i>				
<i>*Chem 342 - Organic Chemistry II</i>	<i>-</i>	<i>0-3*</i>				
<i>Micr 460, 460L – Pathogenic Microbiology, Lab</i>	<i>-</i>	<i>5</i>				
<i>Micr 470 Immunology</i>	<i>-</i>	<i>3</i>				
Totals	16*	15*				

Curriculum Total 122

¹This is a sample curriculum. Other variations are possible. Students should meet with their advisors to plan schedules.

²Credits earned in an affiliated, NAACLS-accredited hospital program; one year in length, including one summer session.

* Students have the option to complete one full year of 300 level organic chemistry (Chem 341, 341L & 342) with one semester of 400 biochemistry or one semester of survey organic chemistry (Chem 240) and one full year of 400 level biochemistry.

**General education requirement include 6 credits of approved Social/Behavioral Sciences and 6 credits of approved Humanities and Fine Arts. Cultural Diversity and Global Perspective requirements may be combined with Social/Behavioral Science and Humanities/Fine Arts courses for no additional credits.

Courses that must be completed prior to the start of an internship are indicated in italics.

Radiologic Sciences Sample¹ Curriculum:

First Year	F	S
<i>Engl 110, 120 - Clg Comp I, II</i>	<i>3</i>	<i>3</i>
<i>Math 105 - Trigonometry</i>	<i>-</i>	<i>3</i>
<i>Biol 220, 221 - Human</i>	<i>3</i>	<i>3</i>
<i>Anatomy/Physiology I, II</i>		
<i>Biol 220, 221 - Human</i>	<i>1</i>	<i>1</i>
<i>Anatomy/Physiology Lab I, II</i>		
<i>Chem 117, 117L - Chem Cnpts, Lab²</i>	<i>3,1</i>	<i>-</i>
<i>Chem 260 - Elem of Biochemistry²</i>	<i>-</i>	<i>4</i>
<i>CSci 114 - Microcomputer Pkgs</i>	<i>3</i>	<i>-</i>
<i>Univ 189 - Skills for Acad Success</i>	<i>1</i>	<i>-</i>
<i>**General Education Elective</i>	<i>-</i>	<i>3</i>
<i>Wellness</i>	<i>2</i>	<i>-</i>
Totals	17	17

Second Year

<i>RS 111 - Intro Radiologic Sciences</i>	<i>1</i>	<i>-</i>
<i>Micr 202, 202L - Intro Micr, Lab</i>	<i>2,1</i>	<i>-</i>
<i>Comm 110 - Fund. of Public Spkg</i>	<i>3</i>	<i>-</i>
<i>Phys 211, 212 - Clg Physics I, II</i>	<i>3</i>	<i>3</i>
<i>Phys 211L,212L - Clg Phys Lab I, II</i>	<i>1</i>	<i>1</i>
<i>Psyc 111 - Intro Psychology</i>	<i>3</i>	<i>-</i>

Second Year (Cont)	F	S	SS
<i>General Education Electives</i>	<i>-</i>	<i>6</i>	
<i>Stat 330 - Introductory Statistics</i>	<i>-</i>	<i>3</i>	
<i>Special Elective</i>	<i>-</i>	<i>3</i>	
<i>Phrm 125 - Med.Term for Health Professionals</i>	<i>-</i>	<i>1</i>	
<i>Phrm 170 - Common Medicines and Diseases or Phrm 300 - Prin Clin Phrm</i>	<i>3</i>	<i>-</i>	
Totals	17	17	

Third Year

<i>Special Elective</i>	<i>-</i>	<i>3</i>	<i>-</i>
<i>RS 496 - Internship³</i>	<i>12</i>	<i>12</i>	<i>6</i>
<i>Engl 325 - Writing in the Health Prof</i>	<i>-</i>	<i>-</i>	<i>3</i>

Totals

12 15 9

Fourth Year

<i>Special Elective</i>	<i>3</i>	<i>3</i>	<i>-</i>
<i>RS 496 - Internship³</i>	<i>12</i>	<i>12</i>	<i>6</i>
Totals	15	15	6

Curriculum Total140

¹This is a sample curriculum. Other variations are possible. Students should meet with their advisor to plan schedules.

²Chem 117, 117L and Chem 260 is the minimum requirement for RS majors. Chem 121, 121L/122, 122L, Chem 240, and Chem 260 OR other variations of general, organic, and biochemistry may be accepted with pre-approval by the department.

³Credits earned in an accredited, affiliated radiography program, including two summer sessions.

Minimum course requirements to be successfully completed prior to start of internship are indicated in italics.

Respiratory Care Sample¹ Curriculum:

First Year	F	S	
<i>Engl 110, 120 - Clg Comp I, II</i>	<i>3</i>	<i>3</i>	
<i>Math 103 - College Algebra</i>	<i>3</i>	<i>-</i>	
<i>Psyc 111 - Intro to Psychology</i>	<i>3</i>	<i>-</i>	
<i>Univ 189 - Skills for Academic Success</i>	<i>1</i>	<i>-</i>	
<i>CSci 114 - Microcomputer Pkgs</i>	<i>3</i>	<i>-</i>	
<i>Micr 202, 202L - Intro Micr, Lab</i>	<i>-</i>	<i>3</i>	
<i>Chem 121, 121L - Gen Chem I, Lab I</i>	<i>4</i>	<i>-</i>	
<i>Chem 122, 122L - Gen Chem II, Lab II</i>	<i>-</i>	<i>4</i>	
<i>Wellness</i>	<i>-</i>	<i>2</i>	
<i>General Education/Elective</i>	<i>-</i>	<i>3</i>	
Totals	17	15	
Second Year	F	S	
<i>Chem 240 - Survey of Org Chem</i>	<i>3</i>	<i>-</i>	
<i>Chem 260 - Elem of Biochem</i>	<i>-</i>	<i>4</i>	
<i>RC 111 - Intro Respiratory Care</i>	<i>1</i>	<i>-</i>	
<i>Comm 110 - Fund. of Public Spkg</i>	<i>3</i>	<i>-</i>	
<i>Biol 220, 221 - Human Anatomy/Physiology I, II</i>	<i>3</i>	<i>3</i>	
<i>Biol 220L, 221L - Human Anatomy/Physiology Lab I,II</i>	<i>1</i>	<i>1</i>	
<i>Phys 120 - Fund of Physics</i>	<i>-</i>	<i>3</i>	
<i>Stat 330 - Introductory Statistics</i>	<i>-</i>	<i>3</i>	
<i>HNES 210 – First Aid & CPR</i>	<i>-</i>	<i>2</i>	
<i>General Education/Elective</i>	<i>3</i>	<i>-</i>	
<i>Phrm 125 - Med.Term for the Health Professional</i>	<i>-</i>	<i>1</i>	
Totals	14	17	
Third Year	F	S	SS
<i>RC 496 - Internship (Credits earned from Sanford Health-Fargo RC Program)²</i>	<i>15</i>	<i>15</i>	<i>13</i>
Fourth Year	F	S	
<i>RC 496 – Internship</i>	<i>8</i>	<i>-</i>	
<i>Engl 325 - Writing for the Health Prof</i>	<i>-</i>	<i>3</i>	
<i>Special Electives</i>	<i>-</i>	<i>12</i>	
<i>RC 494 - Individual Study</i>	<i>4</i>	<i>-</i>	
<i>General Education/Electives</i>	<i>-</i>	<i>3</i>	
Totals	12	18	
Curriculum Total136			
1This is a sample curriculum. Other variations are possible. Students should meet with their advisor to plan schedules.			
2 The internship is 15 months, including one summer session.			
Minimum courses that must be successfully completed prior to the start of an internship are indicated in italics. See INTERNSHIP APPLICATION AND ADMISSION for additional internship eligibility criteria.			

Degrees:

The College of Pharmacy, Nursing, and Allied Sciences offers the following degrees:

1. Nursing: BSN, MS, DNP
2. Pharmacy: Pharm.D.
3. Graduate Study in Pharmaceutical Sciences: M.S., Ph.D.
4. Pharm.D/MBA: In conjunction with NDSU College of Business. (Students must be admitted to the Pharm.D. program first to be considered for this option.)
5. Pharm.D./Ph.D.: In conjunction with the Department of Pharmaceutical Sciences
6. Allied Sciences: Medical Laboratory Science, Radiologic Sciences, Respiratory Care: BS

Health Insurance:

Students in the College of Pharmacy, Nursing, and Allied Sciences are required to have adequate health insurance coverage, in case they require health care or hospitalization while they are enrolled.

The College does not provide health insurance for students at any time while enrolled. Students are not covered by worker's compensation through NDSU or clinical agencies. As specified by the hospital affiliate, upon admission to an internship, Allied Sciences students will provide affiliated hospital designates with proof of insurance. Insurance may be obtained through the University or a company selected by the applicant. We hope you find the following links helpful in procuring health insurance:

- <http://www.ndsu.edu/studenthealthservice/insurance/>
- <http://www.hthstudents.com>
- <http://www.acsa.com/plans/healthapp/index.asp>.

Health Vaccines/Exposure to Biohazard:

During portions of the training program for Pharm.D. students, the clinical experience of the Baccalaureate Nursing program, and Allied Sciences' internships, a student may be exposed to blood and body fluids. Along with this exposure is the risk of Hepatitis B infection. Documentation of the completed Hepatitis B vaccination series is required prior to participation in experiential education. The full vaccination against Hepatitis B requires a six-month series of three shots. You can obtain the Hepatitis B vaccine from your healthcare provider or from the NDSU Student Health Service. If you choose to get your immunizations at the Student Health Service, appointments are required.

Testing for TB (tuberculosis) is required annually for students in the Pharm.D. and Nursing programs. TB testing is required before participating in an Allied Sciences job shadow or internship. Allied Sciences interns will adhere to their internship program's policy for retesting.

In addition, Allied Sciences internship programs may require that you complete and provide evidence of immunity and/or select immunizations, including varicella (chicken pox), measles, mumps, and rubella, prior to start of the internship. A physical exam and drug screen may also be required by some affiliated hospital programs.

Professional Dress:

Students are to dress appropriately during any clinical experience of the program in order to promote and maintain a positive professional image. Appropriate, professional clothes are to be worn when representing the College on any experiential assignment or professional association activity. For additional information, see College Policy 3.09. You will be expected to adhere to dress code policies of affiliated hospitals during your internship experience, i.e. scrubs, lab coat, etc. For Allied Sciences students who job shadow, appropriate attire is considered "business casual." For men, a nice shirt or light-weight sweater, dress pants (pants should not drag on the floor), socks, comfortable shoes would be appropriate. For women, knee-length skirt, dress pants, nice shirt or light-weight sweater (no low cut tops), hose or socks, comfortable shoes would be appropriate. Jewelry should be minimal; limit yourself to one pair of ear studs. No other body piercing should be visible. No t-shirts, open-toed sandals, shorts, cutoffs, short skirts, jeans, athletic wear/sweatshirts, fragrances, or artificial nails. When in doubt, please check with the Allied Sciences department before your job shadow.

Professional Liability Insurance:

Students are required to have professional liability insurance prior to participating in the professional program. NDSU provides professional liability insurance coverage for all students in amounts up to \$1,000,000 per occurrence and \$5,000,000 aggregate (North Dakota Risk Management Fund: NDCC Ch.32-12.2). The department will provide evidence of coverage to the hospital internship program prior to starting the clinical experience.

Scholarship and Awards:

The College of Pharmacy, Nursing, and Allied Sciences has a limited number of scholarships and awards available for assistance to students. In most cases, students must be considered professional level in order to qualify. Information pertaining to college- or department-sponsored scholarships can be found on the program websites or available from respective departmental offices. Students accepted into the professional program will receive additional information about professional society and affiliated hospital scholarships and awards. The deadline for College and department scholarships for allied sciences majors is July 1.

Student Academic and Conduct Standard College Policy 3.01:

(revised April 21, 2011)

Introduction

The mission of the NDSU College of Pharmacy, Nursing, and Allied Sciences is to educate students and advance research and professional service in pharmacy, nursing, and allied sciences. The College has established professionalism and ethics as one of its core values.

Pharmacists, nurses, and other allied health care professionals must live up to the high ideals of their profession. Their lives must be guided by the principles of honesty and integrity, in order to ensure that the public can regard their words and actions as unquestionably trustworthy.

To develop an understanding of and respect for these principles of honesty and integrity as applied to the academic work of pharmacy, nursing, and allied science students, the College of Pharmacy, Nursing, and Allied Sciences has developed this student conduct policy. This policy is applicable to anyone enrolled as a pre-professional student in pharmacy, nursing, or allied sciences as well as any students taking a course for credit in the College and to pharmacy, nursing, and allied sciences students enrolled in courses in other colleges of the University. Acceptance of this policy is required as a condition of admission to the College.

Academic Standards

The academic standards of the College of Pharmacy, Nursing, and Allied Sciences differ from those of the University and any student who fails to meet or exceed the University standards may be placed on University probation or suspension (see the current NDSU Bulletin for university information on academic deficiencies).

Semester Grade Point Average (All Students): To be in good academic standing within the College, all undergraduate and professional students shall maintain a semester grade point average of 2.00 or above for each semester enrolled in the College of Pharmacy, Nursing, and Allied Sciences. All graduate students are expected to maintain a 3.0 grade point average as well as any other academic policies outlined by the graduate school.

Any student who fails to attain this standard may be placed on College probation or warning. Students who have been placed on academic warning or probation for two (2) consecutive or three (3) non-consecutive semesters shall be suspended from enrollment in the College. After two suspensions, students will be terminated from the College. (Termination from the College does not prohibit the student from registering elsewhere in the University provided the academic standards of the alternate college of registration have been met or exceeded.)

A student who is suspended and desires readmission into the College must file a request for re-admittance with the Senior Associate Dean at least 60 days prior to the beginning of the semester in which readmission is sought. In addition, professional students must seek readmission to the professional programs in Pharmacy, Nursing, and Allied Sciences through the Admissions Committee of their respective program.

Minimum Grade Requirement (Professional Students): To be in good academic standing within the College all students enrolled in the professional programs of the College must complete all required courses within the College with a grade of "C" or above. Graduate students are also expected to uphold policies and procedures consistent with the graduate school.

Students Enrolled in College Affiliated Educational Training Programs (Professional Students): To be in good academic standing within the college, all students enrolled in College affiliated internships, clinical, or experiential training programs are also required to uphold the academic standards of that affiliate and will be subject to the terms of probation, suspension, and termination of the affiliated program. Students failing to meet affiliated program academic standards may also lead to termination from the college.

Repeating Professional Courses: Professional courses in the College may be taken no more than three (3) times for a letter grade or withdraw.

Conduct Standards

High standards of professional conduct are expected from all students, both to facilitate the learning of all students and to promote professional values. Individuals are expected to represent the College, professional program or profession in a positive, professional manner. Students conducting clinical experiences, rotations and/or internships must also uphold the specific policies of their clinical site.

Students are held responsible for exhibiting the following professional attributes: honesty, integrity, accountability, confidentiality, and professional demeanor. Academic dishonesty and professional misconduct are considered unacceptable. If there is doubt about whether or not academic or professional conduct is appropriate, individuals should query the Dean's Office.

Examples of unprofessional conduct include, but are not limited to the following:

Academic Misconduct:

1. Cheating, includes but is not limited to the following:
 - a. The receipt, possession or use of any material or assistance not authorized by the instructor in the preparation of papers, reports, examinations or any class assignments to be submitted for credit as part of a course or to be submitted to fulfill College requirements.
 - b. Arranging to have others take examinations or complete assignments (i.e. papers, reports, laboratory data, or products) for oneself, unauthorized collaborating with another student on individual assignments or doing academic work for another student.
 - c. Stealing or otherwise improperly obtaining, unauthorized copies of an examination or assignment before or after its administration, and/or passing it onto other students.
 - d. Copying, in part or in whole, exams or assignments that will be kept by the instructor and are handed out in class only for review purposes.
 - e. Knowingly submitting a paper, report, presentation, examination, or any class assignment that has been altered or corrected, in part or in whole, for reevaluation or re-grading, without the instructor's permission.
 - f. Misrepresenting your attendance or the attendance of others in a course or practical experience where credit is given and/or a mandatory attendance policy is in effect.
 - g. Plagiarism: Submitting work that is, in part or in whole, not entirely the student's own, without attributing such portions to their correct sources. Unauthorized collaboration with another students and representing it as one's own individual work is also considered plagiarism. Ignorance is NOT an excuse.
 - h. Fabrication: falsifying data in scientific/clinical research, papers, and reports.
 - i. Aiding or abetting dishonesty: Knowingly giving assistance not authorized by the instructor to another in the preparation of papers, reports, presentations, examinations or laboratory data and products.
2. Utilization of a false/misleading illness or family emergency to gain extension and/or exemption on assignments and tests.

3. Violation of any IRB and/or University research processes.

Professional Misconduct:

1. Violation of conduct described in course policies or articulated by the instructor in writing.
2. Violation of any code of ethics of the profession in which the student is enrolled.
3. Contributing to, or engaging in any activity which disrupts or obstructs the teaching, research, or outreach programs of the College or University, on campus or at affiliated training sites.
4. Entering the classroom or clinical experience habitually late or leaving early, arriving late to a professional activity, without prior permission from the instructor. The instructor also has the obligation to notify the class, if possible in advance, of any changes in class times, possible late arrival and/or cancelled classes.
5. Approaching faculty, staff or students in less than a professional manner and treating faculty, staff, peers and patients in a disrespectful and inconsiderate way (i.e. addressing a faculty member without the appropriate title during professional activities). Respect and consideration are also expected when addressing a faculty member, staff, student, or patient that chooses to be called by their first name.
6. Failure to deal with professional, staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.
7. Unprofessional dress (as outlined in the professional program, class and/or clinical agency policies) during classes, clinical experiences, or when representing the College of Pharmacy, Nursing, and Allied Sciences.
8. Bringing family members, guests, and pets to the classroom or any professional academic activities without prior consent of the instructor.
9. Falsifying applications, forms, documents, reports or records of any kind or providing false information to the University personnel prior to admission to the College, or while an active member of the College's academic programs.
10. Unauthorized accessing or revealing of confidential information about faculty, staff, or students of the College and University.
11. Violation of patient respect and confidentiality in any practice/learning setting.
12. Theft, damaging, defacing or unauthorized use of any property of the College, University, or training sites.
13. Computer Usage that violates NDSU/NDUS and/or clinical sites acceptable use policies.
14. Sexual harassment as defined by NDSU, NDUS and/or clinical sites.
15. Harassment, Threats of Violence, Intent to do Harm (NDSU, NDUS)
16. Endangering patients, faculty, staff, and/or fellow students or damaging their property.
17. Intoxication, abuse, possession, use and/or illegal sale of alcohol, drugs, chemicals, firearms, explosives or weapons within the University campus, in any practice/learning setting, or when representing the College.
18. Any violation and/or conviction of any federal, state or municipal law as well as a University rule or rule at a professional experience site.
19. DUI & DWI (driving under the influence or driving while intoxicated) is considered by the College as improper behavior and any individual violating this law is required to undergo an alcohol/drug evaluation.

Reporting Process

Academic Misconduct

1. Students are required to report any academic misconduct to the Senior Associate Dean within 7 days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the College and/or its programs.

2. The course instructor who suspects that academic misconduct has occurred in his/her course or other instructional context has an initial responsibility to inform the student(s) involved of his/her suspicion of the academic misconduct and the grounds for suspicion.
3. The course instructor will report academic misconduct violations to their Department Administrator within 7 days of the occurrence or discovery of the misconduct.
4. The Department Administrator will report the academic misconduct to the Associate Dean for Academic Affairs and Assessment.

Professional Misconduct

1. Students are required to report any professional misconduct to the Associate Dean for Student Affairs within 7 days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the College and/or its programs.
2. Faculty members are required to report unprofessional conduct within the classroom setting. Similarly, other College personnel are required to report professional misconduct issues as they arise and which directly affect their daily professional activities.
3. The faculty member/College personnel will report professional misconduct violations to their Department Administrator within 7 days of the occurrence or discovery of the misconduct.
4. The Department Administrator will report the professional misconduct to the Associate Dean for Student Affairs within 7 days of the discovery of the misconduct.
5. If a faculty member is aware that a student has violated the Conduct Policy outside of the classroom, he/she should remind the student of the policy and direct the student to self-report any professional misconduct violations to the Associate Dean for Student Affairs within 7 days of the occurrence.

Disciplinary Sanctions

Academic Misconduct

1. The course instructor is responsible for determining the sanction for academic misconduct in the course. Sanctions may include, but are not limited to, failure for a particular assignment, test, or course.
2. The course instructor will notify the student of the sanction in writing by completing the Student Academic Misconduct Tracking Form as per University Policy 335 and submitting it to the student and the Department Administrator.
3. The Department Administrator will submit a copy of the form to the Associate Dean for Academic Affairs and Assessment.
4. The Associate Dean for Academic Affairs and Assessment will submit the form to the Registrar and Provost/VPAA in accordance with University Policy 335.
5. A copy of the Student Academic Misconduct Tracking Form will be placed in the student's academic file

Professional Misconduct

1. Professional misconduct issues may be more likely to happen outside of the classroom and have broader implications for the well-being of students, faculty and staff in the College. Hence, the Associate Dean for Student Affairs has the initial and primary responsibility for administering and enforcing professional misconduct issues.
2. The Associate Dean for Student Affairs will work collaboratively with the Department Administrator (and where appropriate, individual instructors) to resolve professional misconduct issues.

Department Related Sanctions

Additional academic and/or professional disciplinary sanctions for the department/program may be assigned by the Department Administrator depending upon the circumstances and nature of the misconduct. The Department Administrator will notify the student in writing of the sanction and rights to due process and forward a copy to the Associate Dean for Academic/Student Affairs.

College Related Sanctions

The Associate Dean for Academic Affairs/Student Affairs/Dean is responsible for assigning disciplinary sanctions for the **College** and will notify the student in writing. Disciplinary action for academic and professional misconduct will depend on the circumstances, and may include, but is not limited to, any of the following:

1. Probation
2. Supervised probation
3. Suspension from the College or University.
4. Termination from the College and/or Expulsion from the University.

Termination from the College of Pharmacy, Nursing, and Allied Sciences does not prohibit the student from registering elsewhere in the University provided the academic standards of the alternate college of registration have been met or exceeded.

Students Right to Appeal

Students sanctioned for violations of the College Student Academic and Conduct Standards Policy have the right to appeal. Student appeals must follow the appeal procedure outlined below.

Student Appeals Procedure

1. If the student chooses to appeal a course instructor's sanction, it must be pursued in the following sequence: course instructor, Department Administrator, Associate Dean for Academic/Student Affairs and Dean
2. Department and College related sanctions may be appealed to the Associate Dean for Academic/Student Affairs followed by the Dean.
3. In cases of sanctions involving College suspension or termination, the appeal will follow the process outlined in University Policy 335: Code of Academic Responsibility and Conduct.
4. An appeal for any sanction must be made in writing within 15 business days of the sanction letter. The date of the letter shall be the date the letter is postmarked. If hand-delivered, a notation of that date will be made in the student's file.
5. Appeal letters must specify in detail one or more of the following bases of appeal:
 - a. the sanction was too severe for the offense;
 - b. the decision for non-action/action/sanction was made in an arbitrary or capricious manner;
 - c. the finding of the Student Academic and Conduct Standards Policy having been violated was not substantiated by evidence, and/or
 - d. the student's/student organization's rights were violated (specify those rights believed to have been violated).

Appeal Review Process

1. Appeals made to the Associate Dean for Academic/Student Affairs will be reviewed by the Academic Affairs Committee or Student Affairs Committee of the College depending upon the conduct violation in question.
2. The Academic Affairs/Student Affairs Committee will review the written letter of appeal from the student/organization and the materials from the original adjudication process. After reviewing these materials, the committee may decide to do one of the following:
 - a. issue a decision based solely on the written materials;
 - b. issue a decision based on a review of written materials and discussion with the involved principals;
 - c. recall one or more witnesses;
 - d. refer the decision to the full faculty for action
 - e. return the case for reconsideration of the decision and/or sanctions.
3. The Academic Affairs/Student Affairs Committee may uphold or lessen the original decision/sanction but not increase the sanctions/actions imposed by other persons or bodies.
4. The decision of the committee will generally be issued within 15 working days of the receipt of the appeal letter, but may take longer during University recesses, or in the event of complex cases.

Unresolved Appeals

After the College appeals process has been completed, if the student/organization is not satisfied with the appeal decision, the student/organization has the right to appeal the decision to the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs will make the final decision on any appeals.

Incomplete Disciplinary Process

Students with pending disciplinary or legal actions, with sanctions for which an appeal has been submitted but not resolved, or whose sanctions have not been successfully fulfilled, will not be allowed to graduate from NDSU with a degree, major or program of study offered by the College of Pharmacy, Nursing and Allied Sciences. In such cases, the College reserves the right to place a hold on a student's graduation until the case has been successfully resolved and the sanctions have been successfully fulfilled.

Annual Pledge and Signature

I have read and understand the above policy and I agree to accept and abide by this Student Academic and Conduct Standards Policy of the College of Pharmacy, Nursing, and Allied Sciences. I understand that violations of this policy and sanctions imposed based on violations of this policy as well as information used to substantiate violations (i.e. criminal background checks) may be shared with college affiliated educational training programs. I am also aware of and assume responsibility for following other College and Department policies as stated in the student handbook.

Revised: May 14, 2008, April 15, 2009, April 21, 2011

Source: Faculty Meeting Minutes

Student Complaint College Policy 3.28:

The Accreditation Council for Pharmacy Education (ACPE), at the behest of the U.S. Secretary of Education, requires all accredited pharmacy programs to establish, implement and assess a formal complaint policy for students. More specifically, all accredited colleges or schools of pharmacy must establish a comprehensive policy with a simple set of procedures whereby all students enrolled in the College (and the pharmacy program in particular) can submit and resolve a complaint about the educational process. While such procedures do not always produce an outcome that meets the student's preferences, they do ensure that students have access to an equitable and efficient means to remediate their complaints. The complete set of ACPE standards regarding student complaint policies can be found on page 39 (Standard 20) of the following website

<http://www.acpe-accredit.org/pdf/FinalS2007Guidelines2.0.pdf>

The NDSU College of Pharmacy, Nursing and Allied Sciences takes student complaints very seriously. Our goal is to ensure that students have access to transparent, due process in a manner that leads to an appropriate resolution of the complaint. To that end, a copy of the NDSU College of Pharmacy, Nursing, and Allied Sciences policy relating to this issue is available on its website at www.ndsu.edu/pharmacy. Students who have difficulty accessing this webpage may also obtain a copy of the complaint policy in the Dean's Office (Sudro Hall 123). A discussion of this policy shall take place annually during the orientation process for first professional year students.

Each student complaint will be appropriately documented and investigated. A chronological record of each complaint, including the nature of the complaint, written records of the complaint procedure and the final outcomes of the resolution process shall be maintained in the Office of the Dean of the School of Pharmacy, and shall be available for review by ACPE or its representatives upon written request or in the process of an on-site evaluation visit.

Student complaints generally fall within two major categories: complaints about unfair grading and all other, non-grade-related complaints. Student complaints about grades are generally handled at the level of the University, since grades are usually administered through the NDSU Office of Registration and Records. Other student complaints remain under the purview of the individual colleges within NDSU.

Student Complaints Regarding Grades

University Grade Appeal Policy

NDSU has an established policy regarding complaints about grading, otherwise known as "grade appeals". The full grade appeal policy (section 337), which includes hearing procedures, is available at www.ndsu.edu/policy/337.htm. While students actively considering a grade appeal are referred to the aforementioned website for the specific details of the policy, a summary of the policy is outlined below.

With the exception of Incomplete grades, a course grade is considered final unless an appropriate appeal is filed by the student. For the student who has reason to believe the grade issued is incorrect, the student must initiate a request for a change of grade with the instructor within fifteen (15) instructional days of the first day of the semester immediately following the semester in which the grade was awarded. For Spring Semester courses, the request may be made within fifteen (15) instructional days of the start of Fall Semester, if the student is not enrolled for a Summer term.

A grade appeal is deemed formally initiated when the student presents the Grade Appeal Form to the instructor. If there is an unsatisfactory decision, the student must consult the department head, and the dean or a designated college committee, proceeding from one level to the next only after an unsatisfactory decision of the conflict at that level. In the event that the instructor is also the department head or dean, he or she need only be consulted in the capacity of instructor. In the event of an unsatisfactory decision within the college, the student may submit the formal written appeal to the Grade Appeals Board Chair. Such an appeal shall be made within fifteen (15) instructional days after conclusion of the college proceedings as stated above. The full Grade Appeals policy (section 337), which includes hearing procedures, is available at www.ndsu.edu/policy/337.htm. Grade changes only may be considered for students who have not yet earned a degree for which the course in question was applied.

Non-Grade Student Complaints

Students who have a non-grade-related complaint can seek resolution of that complaint through the following procedures. It is important to note that these procedures represent the sole avenue for student complaints regarding non-grade-related ACPE standards, policies and procedures.

1. The student(s) or, in cases where student anonymity is required, their advocate (also known as the "plaintiff(s)") will file a formal written complaint (delivered through the postal service or NDSU email) to the Dean's Office in the NDSU College of Pharmacy, Nursing, and Allied Sciences.
2. The written complaint must include a description of the policy, procedure or ACPE standard in question. It must also summarize the argument of the plaintiff (including the grounds for the appeal or complaint) and provide a reasonable amount of evidence supporting the claim.
3. Upon receipt of the written complaint, the complaint will be assigned to either the Senior Associate Dean if the complaint is primarily academic in nature, or the Associate Dean for Student Affairs if the complaint is primarily non-academic. The plaintiff(s) will receive email notification (via NDSU email) within forty-eight hours of the receipt of the complaint concerning the identity of the Associate Dean handling the complaint.
4. The Senior Associate Dean (or, if a non-academic issue, Associate Dean for Student Affairs) shall convene a meeting of College Academic (or, if a non-academic issue, Student) Affairs Committee to review the complaint. Because the procedures for both Associate Deans and Committees are similar in procedure, they will henceforth be referred to generically as "Associate Dean" and "Committee", respectively. The Committee meeting shall occur within thirty days from the time that the Associate Dean receives the written complaint.
5. Once the Committee has met, the Associate Dean shall prepare and submit a formal, written reply to the student(s) based on the recommendation of Committee. The reply shall include an evaluation of the complaint, a description of any violations, and a proposal for any necessary corrective action. The reply will be sent through official NDSU delivery methods (i.e., the postal service, campus mail and/or the NDSU email system) within fifteen business days from the time that the Committee makes a decision.
6. Decisions of the Committee that demonstrate arbitrary and capricious treatment, or that are fundamentally inappropriate in the eyes of the plaintiff(s) may be appealed to the Dean of NDSU College of Pharmacy, Nursing, and Allied Sciences. In such cases, the student(s) files an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Dean. The written complaint would also identify and provide evidence indicating that the Associate Dean and/or the Committee acted in an arbitrary, capricious or otherwise inappropriate manner.
7. If unsatisfactory resolution occurs after the appeal to the Dean, a final appeal may be made to the Provost and Vice President for Academic Affairs. Once again, the student(s)

must file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Provost, rather than the Dean, and would provide evidence substantiating the claim of unfair treatment at prior procedural levels.

Student Technical Standards College Policy 3.11:

The North Dakota State University College of Pharmacy, Nursing and Allied Sciences' (NDSU CPNAS) mission is to educate students and advance research and professional service in pharmacy, nursing, and allied sciences. As a corollary to this mission, the NDSU CPNAS seeks to train students who have the ability, interest and work ethic necessary to gain licensure without restrictions and embark upon a successful career as a health care professional. Thus, all professional programs offered by the NDSU CPNAS require students to undertake the *full set of activities* that are necessary to complete their program(s) of study. The goal of every licensed health professional is to provide *safe* and *effective* care to patients. In order to provide that care, individuals must demonstrate the physical, cognitive and social skills necessary to learn, practice and master each of the competencies of one's profession. Failure to demonstrate these competencies not only endangers the patients under the provider's care, but also impacts the ability of other health care professionals to provide safe and effective patient care. To that end, the NDSU CPNAS has established the following technical standards as minimal guidelines regarding the competencies necessary to complete the professional program. For simplicity, these competencies are organized into three general categories: physical, cognitive and social.

Physical Competencies

1. Students must demonstrate *sufficient motor skill capacities* to evaluate and execute medication orders, use diagnostic equipment specific to the discipline, undertake physical assessments of patients and effectively deliver therapies commensurate with the discipline.
2. Students must demonstrate *sufficient physical stamina* to productively contribute to a practice or classroom setting over a standard length of time. As an example, students on clinical rotations should demonstrate the physical stamina to keep up with their peers and supervisors as they perform patient care activities over the course of a typical shift.
3. Students must demonstrate *the physical capacity to observe* their surroundings and environment (in both the classroom and in the practice setting) using visual, auditory and somatic senses.

Cognitive Competencies

1. Students must demonstrate the *innate* ability to collect, comprehend, and interpret information from their physical surroundings. That is, a student must demonstrate not only the physical ability to interact with a patient, a peer, a teacher or other environmental stimuli, but must also demonstrate the cognitive ability to process the interaction and develop an appropriate response. As a practical example, a health care professional must not only demonstrate the physical faculties to communicate with a patient, but also the mental capacity to understand the patient's needs and formulate an appropriate response.
2. Students must consistently demonstrate the ability to think analytically and critically. Students must be able to use these skills (both independently and as part of a team of professionals) to solve practical patient care problems. Students must be able to think critically and analytically in an efficient and timely manner, and under stressful conditions. It is important to stress that this competency is as much a function of *practice* as it is a function of innate cognitive ability (item 1).
3. Students must demonstrate the ability to adapt to new information, situations, problems and environments. Students must demonstrate the ability to incorporate those new stimuli into their decision making processes and *respond* in an appropriate fashion. As an example,

students must demonstrate the ability to incorporate new concepts, patient care standards and past academic and/or work experience into their current and future patient care activities.

Social Competencies

1. Students must demonstrate the ability to *adhere to the regulatory and institutional constraints* imposed by the discipline, most notably by the law and the licensing board of the discipline in question.
2. Students must demonstrate the *ability to act in an ethical and professional manner* commensurate with the standards of the discipline. It is important to note that, while laws and regulations are themselves ethical and moral guidelines, they are minimalist in nature. Acting in a truly ethical and professional manner may require holding oneself to stricter standards of behavior than what is required by regulatory and institutional constraints. It also requires a high degree of maturity and emotional stability.
3. Students must demonstrate the ability to observe, understand and *show compassion* for patients.
4. Students must demonstrate *effective interpersonal communication skills*, including verbal, nonverbal and written communication skills. Students must demonstrate sufficient fluency (verbally, non-verbally and written skills) in the native language where the instruction takes place.
5. Students must demonstrate *cultural competency*, and understand the ideologies, socio-cultural and political characteristics which frame the lives and daily activities of their peers, co-workers and/or patients.

ALLIED SCIENCES TECHNICAL STANDARDS

In order to successfully fulfill the role of an allied sciences professional, a student must possess minimal mental and physical requirements. As a part of the internship application process, students may need to verify in writing that they possess these abilities.

Medical Laboratory Science Essential Functions

In order to successfully fulfill the role of a Medical laboratory scientist, a professional level student must possess minimal mental and physical requirements. These are:

- Have reading, mathematics, and writing skills
- Be able to communicate verbally
- Have eye-hand coordination and finger dexterity
- Be able to stand for extended periods of time
- Be able to lift/carry up to 50 lbs. to waist level
- Have corrected vision and hearing to normal range
- Be able to work in highly stressful situations under time constraints
- Have good color vision
- Be willing to work in situations where the risk of exposure to blood and blood-borne pathogens is high

Radiologic Sciences Technical Standards

In order to successfully fulfill the role of a radiographer, a professional level student must possess minimal mental and physical requirements. These are:

- Lift more than 50 pounds routinely
- Work with your arms above your head routinely
- Push and pull, bend and stoop, and kneel routinely
- Transport, move, lift and transfer patients from a wheelchair or cart to an x-ray table or to a patient bed
- Move, adjust and manipulate radiographic equipment, including physical transportation of mobile radiographic machines, and equipment to align with respect to the patient & image receptor according to established standards

Radiographers must be capable of:

- Handling stressful situations related to technical/ procedural standards and patient care situations
- Providing physical and emotional support to patients during radiographic procedures, responding to first aid/emergency situations in the absence of or until the physician arrives
- Communicating verbally in an effective manner in order to direct patients during radiographic examinations
- Reading and interpreting patient charts and requisitions for radiographic examinations

In addition, radiographers:

- calculate and select proper technical exposure factors according to individual patient needs and the requirements of the procedure's standards of speed and accuracy
- review and evaluate the recorded images on radiographs for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper radiographic exposure, and other appropriate and pertinent technical qualities

Respiratory Care Technical Standards

The following technical standards will be utilized to identify which students will need assistance in performing tasks and to identify students who would be unable to perform the job of Respiratory Therapist prior to program entry.

Issue	Standard	Examples
Hearing	Ability sufficient to hear and understand patients and staff; assess and monitor patient sounds	Communicate and interact with patients and families from a variety of backgrounds Follow verbal instructions Hear heart and breath sounds Detect and discriminate between sounds of normal conversation
Mobility	Mobility and strength sufficient to support and move patients	Support and transfer patients, move in and out of treatment areas Reach equipment or parts of patient's body
Motor skills (fine and gross)	Perform multiple motor tasks simultaneously. Fine and gross motor skills sufficient to handle equipment and provide safe and effective patient care; steady arm and hand movements while manipulating objects or assisting patients	Operate and manipulate equipment, blood collection devices, several items at once Administer aerosols, suction patient, adjust pressure gauges Lift and transport oxygen cylinders, move in and out of treatment areas Push/pull hospital bed
Tactile	Tactile ability sufficient to assess patient's response to therapy	Distinguish textures, degrees of firmness, temperature differences, pulse rate
Visual	Ability sufficient to monitor and assess patient and equipment function; to provide safe and effective respiratory care	Read written instructions/orders Read fine print, monitors, gauges Differentiate color/character of sputum for signs/nature of infection/disease Chart procedures and observations in a permanent medical record

Termination from the College Policy 3.03:

The faculty of the College of Pharmacy, Nursing, and Allied Sciences reserve the right to terminate the registration of any student at any time, if, in the opinion of the faculty, the student demonstrates that he or she is unsuited for a professional career and its inherent responsibilities and obligations. Circumstances which may lead to student termination will include, but not be limited to, violation of state or federal statutes or regulations concerning drugs or controlled substances

WHERE TO GO FOR HELP

TOPIC/PROCEDURE:	SOURCE/CONTACT:	LOCATION:
Academic Deficiencies	<ul style="list-style-type: none"> • Advisor • Director, Dept of Allied Sciences • Dr. Naughton, Senior Associate Dean • Office of Registration & Records www.ndsu.edu/registrar/ • Current NDSU Bulletin www.ndsu.edu/bulletin/ 	Sudro 123 231-9489 Ceres 110 231-7981
Academic Policies	<ul style="list-style-type: none"> • Current NDSU Bulletin www.ndsu.edu/bulletin/ 	Ceres 110 231-7981
Add or drop a course	<ul style="list-style-type: none"> • Advisor • Campus Connection • Office of Registration & Records www.ndsu.edu/registrar/ 	Ceres 110 231-7981
Advanced Placement	<ul style="list-style-type: none"> • The individual departments • Registration & Records www.ndsu.edu/registrar/ • Current NDSU Bulletin www.ndsu.edu/bulletin/ 	Ceres 110 231-7981
Appeal for exception to academic regulations	<ul style="list-style-type: none"> • Office of Registration & Records www.ndsu.edu/registrar/ 	Ceres 110 231-7981
Appeal a grade	<ul style="list-style-type: none"> • Student Rights & Responsibilities refers to the Grade Appeals Board at: www.ndsu.edu/fileadmin/policy/337.pdf 	Memorial Union 250, main level 231-6560
Apply for loan	<ul style="list-style-type: none"> • Bison Connection http://bisonconnection.ndsu.edu/finaid/ • Student Financial Services 	Memorial Union 176 231-6200

TOPIC/PROCEDURE:	SOURCE/CONTACT:	LOCATION:
Apply for NDSU scholarship	<ul style="list-style-type: none"> Bison Connection http://www.ndsu.edu/bisonconnection/finaid/aid/scholarships/ Office of Admission 	Memorial Union 231-6200 Ceres 114 231-8643
Bison Connection	<ul style="list-style-type: none"> One-stop student service center (assistance from Customer Account Services, Registration & Records and Student Financial Services) http://www.ndsu.edu/bisonconnection/ 	Memorial Union, main level
Career Guidance/Information	<ul style="list-style-type: none"> Advisor Counseling Center (Career Counseling/Support Services) www.ndsu.edu/counseling/career_counseling/ 	Ceres 212 231-7671
Career/Job Search Skills	<ul style="list-style-type: none"> Career Center, http://www.ndsu.edu/career/ 	Ceres 306 231-7111
Change a Grade of Incomplete	<ul style="list-style-type: none"> Instructor of course 	
Change Major/Minor	<ul style="list-style-type: none"> Advisor Bison Connection Office of Registration & Records www.ndsu.edu/registrar/ 	Memorial Union Ceres 110 231-7981
Check content of courses	<ul style="list-style-type: none"> Current NDSU Bulletin & Departments www.ndsu.edu/bulletin/ 	
Check on a grade	<ul style="list-style-type: none"> Campus Connection Student Portal http://bisonconnection.ndsu.edu/connect/ Instructor of course 	
Continuing Education	<ul style="list-style-type: none"> Distance and Continuing Education www.ndsu.edu/dce/ 	SGC (Stop&Go Center, 19 th Ave.) 231-7015
Correspondence Courses	<ul style="list-style-type: none"> None offered at NDSU 	Contact UND
Credit by examination (Challenging a course, PEP or CLEP tests)	<ul style="list-style-type: none"> Office of Registration & Records www.ndsu.edu/registrar/ Counseling Center www.ndsu.edu/counseling/testing_services/ Current NDSU Bulletin 	Ceres 110 231-7981 Ceres 212 231-7671
Declare a Major/Minor	<ul style="list-style-type: none"> Advisor Bison Connection Office of Registration & Records www.ndsu.edu/registrar/ 	Memorial Union Ceres 110 231-7981

TOPIC/PROCEDURE:	SOURCE/CONTACT:	LOCATION:
Disability Services	<ul style="list-style-type: none"> NDSU Disability Services - Counseling Center www.ndsu.edu/disabilityservices/ 	Wallman Wellness Center 170 231-8463
Discuss academic problems	<ul style="list-style-type: none"> Advisor Director, Dept of Allied Sciences Senior Associate Dean - Dr. Naughton 	Sudro 123 231-9489
Discuss personal problems	<ul style="list-style-type: none"> Advisor Associate Dean for Student Affairs & Faculty Development -Dr.Friesner Counseling Center www.ndsu.edu/counseling/personal_counseling/ 	Sudro 123 231-7601 Ceres 212 231-7671
Financial Aid Information	<ul style="list-style-type: none"> Bison Connection http://bisonconnection.ndsu.edu/finaid/ Student Financial Services Current NDSU Bulletin 	Memorial Union 176 231-6200
Food Service	<ul style="list-style-type: none"> Dining Services (Residence Dining Center, Union Buffet, West Dining Center) 	West Bison Court 231-7001
General Education Requirements	<ul style="list-style-type: none"> Registration Schedule Current NDSU Bulletin www.ndsu.edu/registrar/gened/ 	Ceres 110 231-7981
Grades & Honor Points	<ul style="list-style-type: none"> Advisor Office of Registration & Records www.ndsu.edu/registrar/ Current NDSU Bulletin 	Ceres 110 231-7981
Graduation Requirements	<ul style="list-style-type: none"> Advisor Office of Registration & Records www.ndsu.edu/registrar/ Current NDSU Bulletin 	Ceres 110 231-7981
Health Service	<ul style="list-style-type: none"> NDSU Wellness Center www.ndsu.edu/wellness/ 	Wellness Center 231-5200 Student Health Serv 231-7331
Housing	<ul style="list-style-type: none"> University Residence Life Office www.ndsu.edu/reslife/ 	West Bison Court 231-7557
Major Requirements	<ul style="list-style-type: none"> Advisor This Handbook Current NDSU Bulletin http://www.ndsu.edu/registrar/curricula/ 	

TOPIC/PROCEDURE:	SOURCE/CONTACT:	LOCATION:
Other Universities (Catalogs)	• Counseling Center (Career Resource Center) www.ndsu.edu/registrar/	Ceres 212 231-7671
Pass/Fail	• Advisor • Current NDSU Bulletin • Office of Registration & Records www.ndsu.edu/registrar/	Ceres 110 231-7981
Registration	• Advisor • Campus Connection Student Portal http://www.ndsu.edu/bisonconnection/contact/ • Office of Registration & Records www.ndsu.edu/registrar/	Ceres 110 231-7981
Remove an Incomplete	• Instructor of course	
Residence Classification	• Office of Registration & Records www.ndsu.edu/registrar/ • Current NDSU Bulletin	Ceres 110 231-7981
Resident Assistants & Peer Mentors	• Ask at your Residence Hall Office if you don't know your RA or Peer Mentor www.ndsu.edu/reslife/	
ROTC Program - Air Force	• Bentson-Bunker FieldHouse www.ndsu.edu/afrotc/	Room 101 231-8186
ROTC Program - Army	• Bentson-Bunker FieldHouse www.ndsu.edu/ndsu/armyrotc/ • Current NDSU Bulletin	Room 103 231-7575
Student Organizations	• Student Activities Office http://www.ndsu.edu/mu/about_mu/student_activities_office/ • Campus Directory • Student Government www.ndsu.edu/ndsu/sg	Memorial Union 120 231-7787 See Table of Contents Memorial Union 128 231-8461
Study Abroad Programs	• Office of International Programs www.ndsu.edu/International • Current NDSU Bulletin	Memorial Union 116 231-7895
Study Skills	• University 189 • Education 123 (offered each semester) School of Education www.ndsu.edu/education/	Main Office FLC 210 231-7921
Summer Study	• Director of Summer School • Current NDSU Bulletin	Old Main 103 231-8492

TOPIC/PROCEDURE:	SOURCE/CONTACT:	LOCATION:
Tri-College University Office	<ul style="list-style-type: none"> • Tri-College Downtown Campus Fargo www.tri-college.org 	650 NP Ave Renaissance Hall #110 231-8170
Tutor (ACE-Academic Collegiate Enhancement)	<ul style="list-style-type: none"> • Learning Services/Orientation Coordinator (ACE) http://www.ndsu.edu/studentsuccess/about_a_ce/ • Office of TRIO Programs www.ndsu.edu/trio 	West Dining Center Rm 20 (lower level) 231-5554 Ceres 335 231-8028
Tutor - Math	<ul style="list-style-type: none"> • Math Dept. Tutors and Math Instructors www.ndsu.edu/math 	Minard 300 231-8171
University Honors (Scholars) Program	<ul style="list-style-type: none"> • Dr. Paul Homan; • Current NDSU Bulletin 	Minard 315C 231-8852
University Rules & Regulations	<ul style="list-style-type: none"> • Current NDSU Bulletin (see “Rights & Responsibilities”) www.ndsu.edu/bulletin/ 	
Veterans Information	<ul style="list-style-type: none"> • Office of Registration & Records 	Ceres 110 231-7985
Withdraw to zero credits	<ul style="list-style-type: none"> • Bison Connection • Customer Account Services www.ndsu.edu/fileadmin/registrar/forms/withdrawzero.pdf 	Memorial Union 231-6200 Ceres 302 231-8782
Writing Skills	<ul style="list-style-type: none"> • Center for Writers www.ndsu.edu/cfwriters/ • English 110/120 Instructors English Department 	Main Library, lower level, 231-7927 Morrill 219 231-7143

FAQs

AN INFORMAL GUIDE: The following is a series of informal responses to questions frequently asked about rules and procedures at NDSU and within the College. For further information, please refer to the current NDSU Bulletin (www.ndsu.edu/bulletin/).

Credits

How many credits do I need to be a Sophomore, a Junior and a Senior? You need 27 credits to be classified as a Sophomore, 60 credits to be classified as a Junior, and 90 credits to be classified as a Senior. To graduate, you must successfully complete all general education requirements, the requirements in your major, and at least 122 credits with a minimum of 2.0 grade point average. A complete list of University requirements for graduation is in the current NDSU Bulletin.

What is the limit on the number of credits I can take per semester? Full-time students normally will carry from 15 to 19 credits per semester; however, with special permission from your advisor and a grade point average of at least 3.0, a student may register for 20 or more credits fall/spring term; more than 15 credits summer term. You must obtain a "Petition for More Than 20 Credits" form under the link, "Over 20 Credits Petition," at www.ndsu.edu/registrar/forms. Please consult with your advisor to assist in your decision for a course overload.

How many credits will I lose when I transfer to NDSU from another school? Ordinarily you shouldn't "lose" any. However, a "D" grade in any course does not transfer to the College of Pharmacy, Nursing, and Allied Sciences. Remedial and technical courses may not fit your degree program, and in this case, some extra work may be required. For evaluation of transfer credit, see the current NDSU Bulletin, your transfer credit report in Campus Connection, and visit with your advisor. Some courses completed may not be required by your new major/degree and thus, transfer as electives.

How many credits can I transfer from a junior or community college? All college-level credits from regionally accredited institutions transfer; however, not all may apply to the particular degree program you have selected. To obtain a baccalaureate degree you must complete at least 60 semester credits at a four year college or university. At least 37 of these credits must be at the junior or senior level. (See current Bulletin for additional graduation requirements.)

How do I withdraw to zero credits? If you find it necessary to withdraw to zero credits during any semester in which you are enrolled, you must file a completed "Withdrawing to Zero Credits" form, www.ndsu.edu/registrar/forms. Process your withdrawal at Bison Connection in the Memorial Union during regular business hours Monday through Friday.

Refer to the University's official dates and deadlines, www.ndsu.edu/bisonconnection/dates, for the last day to withdraw. Withdrawals after this date are not processed without evidence of compelling circumstances beyond the student's control.

If you do not want to attend the next semester but are finishing the semester you are presently enrolled in, simply do not register for the next semester.

Courses

What are Common Course Numbers? Institutions in the North Dakota University System have established common course numbers (CCN) for many courses to facilitate transfer of courses within the System. Under the CCN agreement, transfer students who have successfully completed CCN courses will not be required to retake them. Course requirements will have been fulfilled; however, CCN courses will not fulfill residence requirements nor will 100 and 200 level courses fulfill upper-division requirements for graduation.

How do I challenge a course? A student who is currently registered may seek credit by challenging a course. A course challenge usually consists of a special comprehensive examination; however, additional types of performance may be required for some courses. A course challenge is only permitted for courses in which the student has not received transfer credit or has no previous academic record. Prior registrations are allowable if the course was dropped prior to the Record Drop deadline in a given term. Students must be registered at NDSU during the semester in which they wish to challenge a course. Further, credits earned by course challenge will not satisfy requirements toward a graduate degree. Procedures for pursuing a course challenge include the following:

1. Obtain a Petition for Course Challenge form available online at: <http://www.ndsu.edu/fileadmin/registrar/forms/challenge.pdf>.
2. Obtain approval from the academic advisor, instructor of the course, and the chair of the department offering the course. Clarify expectations of the challenge, e.g., examination only or examination plus other performance. Based on the nature of the course and content area, some courses may not be approved for challenge by the department.
3. Pay the course challenge fee at Customer Account Services, Ceres Hall 302, after receiving approval for the challenge (The fee is 50% of the regular credit tuition charge; not subject to tuition cap). Student must present proof of payment, along with course challenge form, to the Office of Registration & Records or Bison Connection.
4. Arrange a mutually convenient date and time for the challenge with the instructor or department.
5. Upon receipt of the signed Petition for Course Challenge form and a grade change form from the department, courses and credits successfully challenged are listed on the student's academic transcript with a passing grade. Unsuccessful challenges are not recorded.

What does advanced placement mean? Students from high schools that participate in the Advanced Placement Program may earn credit through examinations provided by the College Entrance Examination Board (CEEB). The examinations are administered at the conclusion of a college-level course taught in participating high schools. The scores are forwarded, upon student request, to the college of choice. In accordance with North Dakota University System policy, a minimum score of three is required to receive credit for the examinations. A complete and current listing of AP examinations and their NDSU equivalent courses is available at:

<http://www.ndsu.edu/registrar/placement/>

Is it possible to obtain college credits by taking examinations of the College Entrance Examination Board (CLEP and AP)? Yes. Students may demonstrate evidence of college-level achievement through the use of nationally standardized tests. Competency to write these examinations may have been gained through intensive preparation in high school, extensive reading in a particular field, or other types of formal or informal preparation. A student may not repeat by proficiency testing a course that has been previously taken or failed at NDSU or another accredited institution. Score reports must be sent directly to NDSU from the awarding agency/board. School reports and student-issued grade reports are not considered official for purposes of awarding credit by examination.

CLEP Examinations are computerized and administered as needed. To register for a CLEP Examination, contact the Counseling Center, Ceres 212, 231-7671. The test fee varies and is determined by subject and number of credits.

What is a “Special Elective”? Special elective courses are required within the Respiratory Care and Radiologic Sciences curriculum. They are 300-400 level courses that 1) further a student’s professional development by expanding upon subject matter included in the professional curriculum, or 2) address subject matter not included in the professional curriculum but relevant to the health care profession. A list of approved special electives can be found at [www.ndsu.edu/alliedsciences/respiratory care/rc 494 special electives/](http://www.ndsu.edu/alliedsciences/respiratory_care/rc_494_special_electives/), “RC 494 and Special Electives” for Respiratory Care majors and at [www.ndsu.edu/alliedsciences/radiologic science/curriculum/](http://www.ndsu.edu/alliedsciences/radiologic_science/curriculum/), “Curriculum” for Radiologic Sciences majors. Additional options may be available; seek pre-approval from your advisor before enrolling in special elective courses.

How do I petition for a waiver or substitution of a curriculum requirement? To petition, you must obtain a “Request to Waive or Substitute Courses” form under the link, “Substitute/Waive a Course” at www.ndsu.edu/registrar/forms. Complete the petition, including a statement of exactly why you think you should have a waiver or substitution. (Petitions should be submitted only when special circumstances make it virtually impossible for you to meet the regular degree requirements.) Petitions require approval signatures by the student’s academic advisor, department director, curriculum chair, and Registration and Records before final approval is granted. **Only departmental and college requirements may be waived. University requirements may not be waived.**

What are the General Education Requirements? The General Education Requirements are listed in the current NDSU Bulletin. A list of the courses approved for the different categories is found at: <http://www.ndsu.edu/registrar/gened/>. Please consult your academic advisor to assist with course selection.

Will my courses transfer to other colleges and universities? Students who plan to transfer from one institution to another in the ND University System should check with the Office of Registration & Records in Ceres 110 or Bison Connection in the Memorial Union. They can assist you to determine how your courses may transfer. For institutions outside the ND University System, consult the Registrar’s Office of the receiving college or university to discuss transfer of courses.

Grades and Academic Status

What is the G.P.A.? Grade Point Average. For each credit of "A" you receive four (4) honor points; three (3) for each credit of "B"; two (2) for each credit of "C"; one (1) for each credit of "D"; and zero (0) for each credit taken in which a grade of "F" is received. The GPA is computed by dividing the total number of honor points earned at NDSU by the total number of credit hours in which honor points were recorded. For example, a person with a G.P.A. of 3.00 has a grade average of "B." The minimum GPA of 2.00 is required for graduation. Developmental courses do not count toward graduation requirements.

What is meant by taking a course as Pass/Fail? Eligible students may elect to take a course on campus for the grade of "Pass" instead of A, B, C, or D. If the course is not passed, a grade of F is recorded. The grade of "Pass" is not computed in the GPA; however, an F is reflected in it. Pass/Fail allows students to broaden their education by electing a course in which they feel they have limited aptitude or ability without running the risk of lowering their GPA. Check specific requirements regarding which courses may be taken pass/fail with your advisor. **Pass/fail option may not be used for courses taken to meet general education requirements.**

How is the Allied Sciences internship graded? For programs with multiple affiliations, an NDSU grade of "Pass" is awarded for successful completion of each term of the internship. Specific letter grades assigned by the hospital program are not included in the calculation of NDSU's grade-point average. Grades assigned by the hospital program are recorded on the hospital program's official transcript.

If I do not do well in a course, may I take it over again? Yes. The second grade, whether higher or lower, will replace the first grade in computing the GPA. Both grades are listed on your Permanent Record. **To replace a grade for a course taken at NDSU, that course MUST be repeated at NDSU. The one exception is that NDSU students may register for a Tri-College course to repeat a course previously taken at NDSU.** Depending on the allied sciences program, there may be a limited number of repeats allowed to be considered for the professional program.

Will I receive mid-term grades? Many NDSU instructors utilize the Blackboard Course Management System and provide regular grade updates. A campus wide mid-term grade reporting process is currently being evaluated. Please check with your instructor if you have questions about your progress.

What is a deficient student in the College of Pharmacy, Nursing and Allied Sciences? Any student who, in any semester, fails to attain a term grade point average of 2.00 is considered deficient. All students in the College of Pharmacy, Nursing, and Allied Sciences must maintain a 2.00 each term to remain in good standing in the College. Our standards are higher than the University requirement.

What happens if I'm classified as a deficient student by the University? The University may issue either an academic warning or an academic probation sanction. See the NDSU Bulletin for details (www.ndsu.edu/bulletin).

Internship

When can I apply for an allied sciences internship? Students may apply to the internship when the following conditions are met: (1) Satisfactory completion of the pre-requisite courses (20 resident credits at NDSU for transfer students) or evidence that these courses will be successfully completed at NDSU prior to start of the internship; (2) Students meet the minimum GPA requirements of the internship program to which they will apply; (3) Students meet the minimal mental and physical requirements of that major. (See “Technical Standards” of this handbook.) Your advisor will assist you to develop a competitive profile of in- and out-of-class experiences for serious consideration as an applicant.

How difficult is it to get into an internship? Selection of interns is competitive and is typically based on academic performance, courses completed, related experience, references, and a personal interview conducted at the internship site. In addition, compliance with criminal background and conduct standards is required. A student’s chances of being accepted into an internship will increase if they apply to more than one program, thus necessitating relocation from the Fargo-Moorhead area. Though a minimum GPA requirement may be established by the internship program, competitive GPAs are historically 3.00 and higher. Meet with your advisor for assistance to be as prepared as possible for the internship selection process.

Majors and Minors*

How do I declare or change my major? If you decide to change your major while a student in the College, you are expected to follow this procedure: discuss it with your advisor, fill out the “Major/Minor and Advisor Change Form,” www.ndsu.edu/registrar/forms. You will be assigned a new advisor in the field in which you will be majoring. Please allow up to two weeks for processing.

How many credits are required for a Minor? The number of credits required for a minor varies by departments. The minimum number of credits for a minor is 16. To determine the exact number of credits that you will need for a minor, check with the department offering the minor. (See current NDSU Bulletin).

* Once you select a major, you will transfer to the college that offers the major.

Other Questions

How can I provide feedback on the quality of a course or instructor? Students are encouraged to provide feedback on course and instructor quality. Students have the opportunity at the end of each semester to complete a course evaluation, the Student Rating of Instruction. This electronic evaluation is administered by the NDSU Group Decision Center and all ratings and comments remain anonymous.

If a situation needs to be addressed before the end of the semester, talk with the instructor first. If the situation is not resolved, notify the department chair or the College’s Associate Dean for

Academic Affairs & Assessment. Such information is important if improvement is to be brought about now or in the future. Remember that even if changes cannot be made immediately, your comments are taken seriously.

What if I think I have been treated unfairly? Bring your situation to the attention of your advisor, the Department Chair, the Dean of your college, or the Associate Dean for Student Affairs & Faculty Development. You may be advised to prepare a petition for relief from a bad situation or unfair decision.

Can I see the Deans? The Dean of the College of Pharmacy, Nursing, and Allied Sciences is Dr. Charles Peterson. He is eager to meet students and is deeply concerned about the kind of education they receive, as well as problems facing students at NDSU. To set up an appointment with him, contact his assistant at 231-6469. The Dean's Office is the Administrative Office, Sudro Hall 123.

Dr. Daniel Friesner, Associate Dean for Student Affairs & Faculty Development, handles student affairs within the College of Pharmacy, Nursing, and Allied Sciences. He is concerned about students and can, in addition to your academic advisor, assist with personal, career and admissions issues. He may be reached at 231-7601, Sudro Hall 123.

Dr. Cynthia Naughton, Senior Associate Dean, oversees curriculum and assessment activities within the College of Pharmacy, Nursing, and Allied Sciences. She is concerned about students and can, in addition to your academic advisor, assist with academic and career issues. She may be reached at 231-9489, Sudro Hall 123.

The Director of Allied Sciences is Polly Olson, 231-8133, Sudro Hall 118S. Other department chairs include: Dr. Donald Miller, Chair of Pharmacy Practice, 231-7941, Sudro Hall 118A1; Dr. Jagdish Singh, Chair of Pharmaceutical Sciences, 231-7661, Sudro Hall 102;; and Carla Gross, Chair of Nursing, Sudro Hall 136 (231-7772).

You are encouraged to consult and become acquainted with your advisor and professors as well as the department head in your major area.

REGISTRATION PROCEDURES

Registration

Prior to the start of classes each semester, students must register for courses via Campus Connection. Students may access the “Campus Connection Student Portal” at www.ndsu.edu/bisonconnection/connect.

Students are encouraged to register as early as possible during their assigned registration time for the next semester. Early registration for the next semester is usually scheduled at the midpoint of the current semester. Students are informed of the dates for advising week and expected to make an appointment with their advisor to select courses.

Students will also use the Campus Connection portal for the following: account information, schedule of classes for the semester, course catalog of classes, drops/adds, financial aid information, holds, unofficial transcripts, and much more.

Registration by Class Permit

For allied sciences courses, such as RS 111 and MLS 435, enrollment is “by permit only” to ensure that allied sciences students who need these required courses in their final year on campus are able to complete them on schedule. Permits will be issued by the department according to this schedule: 1) declared majors, in good academic standing, who are applying for an internship concurrently with permit class enrollment; 2) declared majors, in good academic standing, who must avoid a course conflict in a future semester; 3) non-allied sciences majors, in good academic standing, following an academic advising appointment in the department of allied sciences.

Students requesting a permit, who are on College or University academic probation or suspension, will be placed on a wait list within the department. Following review of the most recently completed semester, and upon proof of satisfactory academic progress, permits will be issued as space allows.

When issued an electronic permit, the student may register via Campus Connection as they would for any other course during the online registration period. Beyond the online registration period, paper permits will be issued and students will complete course registration in person at Bison Connection.

JOB SHADOWS

“Shadowing” is a job observation in your profession of interest. Completing a job shadow can help you better understand the daily work of professionals in your career interest area. The opportunity to see first-hand the environment in which you may someday work can help you to determine if it is a good match for your interests, skills and values. Job shadowing can also allow you an opportunity to ask specific questions about the career field and to interact with

current professionals and interns. A typical shadow consists of four to eight hours of observation depending on major.

Eligibility

Currently enrolled NDSU students may be eligible to complete a job shadow in select affiliated hospitals. Please visit with an Allied Sciences staff member to determine if this experience is right for you. For NDSU non-Allied Sciences majors, an academic advising appointment is necessary prior to scheduling a shadow.

Scheduling Your Shadow

Keep in mind that when you job shadow you will be entering a functioning health care facility in which patient care is the top priority. Space is available on a limited basis, and therefore it is important to plan ahead.

Prior to scheduling a job shadow you will be required to complete the necessary documentation. In addition, you will need to provide proof of a negative tuberculin skin test done within the last 12 months, proof of two doses of varicella vaccine *if* no prior history of chicken pox, proof of current flu vaccination, and proof of MMR vaccination. Job shadows will be arranged according to availability. **Advanced planning is a must.** Priority for job shadows will be determined in consultation with the sponsoring hospital. Shadow dates and times will be set after all vaccination and shadow documentation is completed.

Should a student be unable to attend their scheduled job shadow, the student must notify the Department of Allied Sciences and the hospital department representative at least 24 hours in advance of their absence in order to reschedule. Specific contact information will be provided at the time you schedule your shadow. Job shadows will be rescheduled on a date to follow those of students who have completed shadow documentation on file in the Department of Allied Sciences. Failure to contact both the Department of Allied Sciences and the hospital department contact at least 24 hours in advance of an absence, except in the case of an emergency, will result in College Probation (see College of Pharmacy, Nursing and Allied Sciences Student Academic and Conduct Standards Policy 3.01, Professional Misconduct items 3, 4, & 6).

PROFESSIONAL PROGRAM/ INTERNSHIPS IN THE ALLIED SCIENCES

NDSU maintains affiliation agreements with nationally accredited hospital-based schools to which declared Allied Sciences majors may apply for internships. For a current list of affiliates for each major, please contact your academic advisor.

An allied sciences internship is a rigorous full-time, 40 hour/week commitment to learning the theory and clinical competencies of an allied sciences professional in their related discipline. The internship schedule does not necessarily follow the NDSU schedule and includes summer sessions. The schedule for clinical rotations may include day, evening, night, weekend, or holiday shifts.

It is highly recommended that students meet with their advisor for more information about internship sites and admission criteria at least one year prior to anticipated internship application. Admission into an internship is competitive and requires separate application be made to each affiliated internship program. Departmental staff will assist Allied Sciences majors to complete the application requirements. Application for internship for each major occurs annually:

- Medical Laboratory Science - early fall
- Radiologic Sciences - late fall
- Respiratory Care - March 1

The internship is not paid. A student intern will register, pay tuition/fees, and earn NDSU credit for the internship. NDSU's agreements with affiliated internship programs state that NDSU will reimburse the clinical site 85% of tuition paid by the student to NDSU and retain 15% for administrative purposes. Should the internship program's tuition be greater than the amount paid by NDSU, students are responsible for the difference. Internships are excluded from tuition assistance grants such as the 50% tuition discount for spouse and dependents of NDSU employees and cultural diversity waivers. In addition to NDSU tuition/fees, the hospital-based program may also assess fees, i.e. activity fees, textbooks purchased by the program, mock board exam fees. Please see your advisor for an estimate of fees/costs associated with internship participation.

Students are responsible for maintenance costs including housing, board, and travel associated with the internship.

Internship Application and Admission:

The University **does not** grant admission to an internship. Being an allied sciences major at NDSU **does not guarantee** acceptance into the internship. Students that meet eligibility requirements (see "Applicant Eligibility") must apply and be formally accepted by the Admissions Committee of the affiliated hospital-based program before they may begin professional courses. Admission to an internship requires a supplemental application and supporting documents. Your advisor will direct you to the on-line source or hard copy applications and assist you to complete your application/s. Students planning to apply for an internship should meet with their allied sciences major advisor and declare their intent to apply no later than the semester prior to planned application.

Typically, a completed application packet will consist of the application, an essay, references, official copies of transcripts, and an application fee which may range from \$20.00-\$50.00. Depending on the affiliate, additional documents, i.e. ACT scores and high school transcripts, may be required. Resumes are encouraged. Applications with materials missing by the designated deadlines will not be considered for admission. Your advisor will provide information about deadlines and specific admission criteria for the various affiliates and discuss with you other helpful means to create a competitive applicant profile.

Applications will be reviewed by the hospital program's Admissions Committee, which may be composed of administrators, program faculty and staff, current students, graduates of that program, and medical directors. If granted an interview, the student will travel to the internship site at their expense. Interviews may consist of oral and written questions. Interviews may be conducted one-on-one or by a panel of internship representatives. Practice interviews may be arranged through your advisor and the NDSU Career Center to help you prepare.

Applicants are notified of their acceptance as rapidly as admission decisions are made; however, timelines for notification of acceptance into the program will be determined by the internship program admissions committee. The size of each entering internship class is limited by the availability of the resources of the internship program and the capacity of the clinical facilities.

Applicants who are offered a position in the internship program are required to submit a non-refundable deposit fee to the hospital program to assure a place in the class. More information will be included in the letter of acceptance from the hospital program. An additional fee for a background check may be requested at this time by the hospital. **Acceptance into the internship program is conditional based on successful completion of remaining prerequisite courses on campus, a satisfactory background check, and receipt of the deposit and hospital-specific documents by the deadline.**

Applicant Eligibility:

Students eligible to apply for internships within affiliated hospital programs will have met the following requirements:

- declared allied sciences major
- complete all pre-requisite coursework by the start of the internship, including 20 resident credits at NDSU for transfer students
- achieve the minimum GPA (2.50-3.00) as required by the internship program
- earn a minimum grade of ‘C’ in all courses used to fulfill major and degree requirements
- meet the minimal mental and physical requirements of the profession
- supply completed application, references, official transcripts, and other supporting documents as directed
- comply with criminal background and student conduct requirements

A ‘competitive’ candidate will exceed the minimum requirements for eligibility. In general, selection of interns is based on academic performance, courses completed, satisfactory background, related experience, references, and a personal interview at the clinical site. For RS applicants, ACT scores, and high school course grades may also be considered.

RC applicants must meet the following criteria to be eligible to apply for an internship: 1) achieve a minimum cumulative and core* course GPA of at least 2.50 at the time of application and 2) complete all internship pre-requisite** courses with a “C” or better by start of the internship. The number of attempts of core courses will be limited to two. Students may apply for the RC internship a maximum of two times.

***Core courses are: human anatomy and physiology and labs, general chemistry and labs, organic and biochemistry, microbiology and lab, physics, medical terminology and college algebra.**

****Pre-requisite courses include the core courses listed above plus RC 111-Introduction to Respiratory Care, general psychology, first aid and CPR, microcomputer packages, and introductory statistics.**

Reapplication:

A student who has made application to the professional program but is not accepted, fails to complete the pre-admission procedures, fails to enroll after being accepted, or fails to complete required pre-professional courses may reapply for admission to the professional program in subsequent years. Students not accepted into an internship after completing the application procedures are encouraged to meet with their advisor to discuss ways to improve their candidacy before reapplying. All academic and admission requirements in force at the time of his/her reapplication must be met.

Internship Regulations:

In order to satisfy the rigorous requirements of an internship, students should be aware of the following regulations and adhere to the following guidelines if accepted into the internship:

1. The student will honor their commitment and immediately notify the Program Director should he/she not be able to participate in the internship.
2. The student will be required to comply with health status requirements established by the hospital's policies. These requirements may include providing evidence of immunity to measles, mumps and rubella, varicella (chicken pox), a current negative tuberculosis skin test, receipt or declination of the Hepatitis B vaccination series, a drug screen, all at the student's expense, prior to start of the internship. A physical exam may also be required.
3. Internships are excluded from the 50% tuition discount for spouse and dependents of NDSU employees and cultural diversity waivers.
4. NDSU allied sciences affiliation agreements state that NDSU will reimburse the clinical site 85% of tuition paid by the student to NDSU and retain 15% for administrative purposes. Should the hospital program's tuition be greater than the amount paid by NDSU, students are responsible for the difference. Students who qualify to receive financial aid through NDSU may continue to do so during the internship.
5. The student will be required to have his/her own professional liability insurance (coverage by ND Risk Management Fund NDCC Ch. 32-12.2 shall be sufficient) and personal health insurance for the duration of the internship.
6. Given the demands of the internship the student should be aware that during the internship, it may be difficult to maintain outside employment. In addition, no other NDSU courses may be taken during the internship without prior permission from the NDSU and hospital program faculty/director.
7. The student is responsible for any additional costs associated with participation in the internship program, such as, but not limited to, a background check, travel, meals, lodging, texts, uniforms, and supplies or any other additional program fees.

8. The student will respect and function according to the hospital program's policies, including confidentiality, privacy, and safe work practices and collaborate with designated preceptors re: coordination of his/her schedule and supervision of the educational and clinical experience. In addition, the student will be subject to the rules, regulations and policies of the College including ethical and professional conduct.
 9. The student will register for internship credit at NDSU and pay associated tuition/fees to NDSU. In addition to NDSU costs, affiliated hospital programs may assess other program related fees which the student will pay directly to the hospital. Internships include summer sessions. This must be considered when arranging financial aid.

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status.

*Direct inquiries to the Office of the Vice President for Equity, Diversity and Global Outreach
205 Old Main, 701-231-7708.*

Disclaimer:

The State Board of Higher Education requires that the following announcement be published in all catalogs and bulletins of information issued by the State Educational Institutions of North Dakota: Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about the institutions that issue the same. Announcements contained in such printed materials are subject to change without notice, and may not be regarded in the nature of binding obligations on the institutions and the State. In time of changing conditions, it is especially necessary to have this definitely understood. The electronic copy of the Department of Allied Sciences' Handbook, available as a link from each allied sciences' program home page, will serve as the most up-to-date version for a given academic year. Upon changes to the handbook, an electronic notification of change will be sent by the Department of Allied Sciences to its majors.

Reservation of Rights:

Every effort has been made to provide accurate and current information; however, the right is reserved to change any of the rules and regulations of the university, college and/or department at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, change or discontinue programs, alter course content, change the calendar, and to impose or increase fees similarly is reserved. In some cases, requirements for programs and prerequisites for courses offered are effective even if they are not listed in this Handbook. All such changes are effective at such times as the proper authorities determine, and may apply not only to prospective students but also to those who already are enrolled in the university.