

**NDSU**

COLLEGE OF  
HEALTH PROFESSIONS

# **Department of Allied Sciences Handbook 2018-2019**

**August 2018**

# Contents

- History ..... 4
- Administrative Structure ..... 4
- Advising ..... 5
- Departmental Academic Progress Notification ..... 5
- Current Competency ..... 5
- Mission ..... 5
- Curriculum ..... 6
- Medical Laboratory Science Sample Plan of Study ..... 7
- Radiologic Sciences Sample<sup>1</sup> Plan of Study ..... 8
- Respiratory Care Sample<sup>1</sup> Plan of Study ..... 9
- Degrees ..... 10
- Diversity and Equity ..... 10
- Health Insurance ..... 11
- Health Vaccines/Exposure to Biohazard ..... 11
- Professional Dress ..... 11
- Professional Liability Insurance ..... 11
- Scholarships and Awards ..... 12
- Policies ..... 12
  - Background Check Policy 3.08 ..... 12
  - Student Academic and Conduct Standards College Policy 3.01 ..... 12
  - Student Complaint College Policy 3.28 ..... 18
  - Student Complaints Regarding Grades University Grade Appeal Policy 337 ..... 18
  - Non-Grade Student Complaints ..... 19
  - Termination from the College Policy 3.03 ..... 20
  - Student Technical Standards College Policy 3.11 ..... 20
- Allied Sciences Technical Standards ..... 22
- Medical Laboratory Science Essential Functions ..... 22
- Radiologic Sciences Technical Standards ..... 23
- Respiratory Care Technical Standards ..... 24
- Registration Procedures ..... 25
  - Registration by Class Permit ..... 25
- Job Shadows ..... 25
- Professional Program/Internship in the Allied Sciences Overview ..... 26
- Internship Application and Admission ..... 26
- Internship Regulations ..... 28
- FAQs ..... 30

Where to go for help ..... 32  
Disclaimer ..... 33  
Reservation of Rights ..... 33

August 2018

## INTRODUCTION

Welcome to the College of Health Professions. 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 Offices, in Fargo - Sudro 123, in Bismarck-130B, 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 and to work in collaborative teams. 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, practice team-based care with students from other disciplines, 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 Offices 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 Health Professions

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

# College of Health Professions Department of Allied Sciences

[www.ndsu.edu/alliedsciences](http://www.ndsu.edu/alliedsciences)

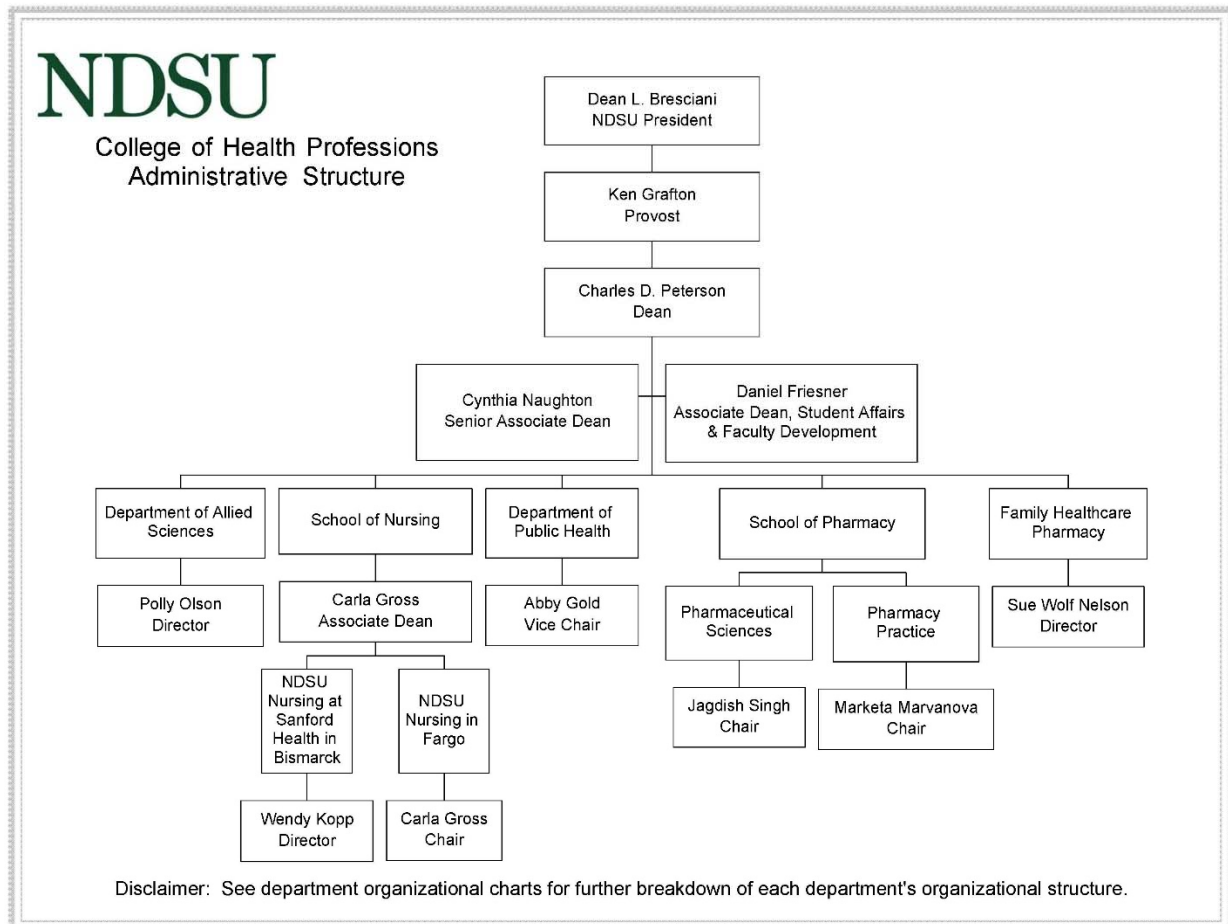
## History

Baccalaureate degrees in the allied sciences have been offered at NDSU since the 1960s for Medical Laboratory Science, 1989 for Respiratory Care, and 2001 for Radiologic Sciences. All three programs began in the College of Science and Math with structures similar to today's programs: general education, math and science courses completed during the first one to three years on campus, followed by "specialized training" within a hospital-based school of medical laboratory science, respiratory care, or radiologic technology.

In January 2006, the allied sciences programs became the Department of Allied Sciences when they transferred to the College of Health Professions (formerly College of Pharmacy) to foster a common health care mission and inter-professional education among pharmacy, nursing, and allied health students. In 2017, sonography options were added to the RS major creating tracks for students to specialize in radiography, echocardiography, or diagnostic medical sonography.

NDSU allied sciences graduates have enjoyed excellent pass rates on their national certifying examinations and employment in their respective disciplines.

## Administrative Structure



## ***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. Students are responsible for course and program selections, course registration, and meeting deadlines.

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 222E.

In addition, academic advising and student resources, including the advising syllabus, 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 Senior Associate Dean. 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.

## ***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 graduates with the knowledge, skills, and behaviors 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 program 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 Health Professions offers three allied health majors within the Department of Allied Sciences. They are Medical Laboratory Science, Respiratory Care, and Radiologic Sciences, with subplans in radiography, echocardiography, or diagnostic medical sonography. Students in these majors complete two or more years of pre-professional courses on campus and a professional phase or "internship," which occurs in an affiliated, 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 all major and degree requirements, including 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 and/or begin work in their profession.

Courses required for a Bachelor of Science in each of the majors are listed on a curriculum guide and found in the NDSU undergraduate Bulletin:

[https://www.ndsu.edu/alliedsciences/medical\\_laboratory\\_science/curriculum/](https://www.ndsu.edu/alliedsciences/medical_laboratory_science/curriculum/)

[https://www.ndsu.edu/alliedsciences/radiologic\\_science/curriculum/](https://www.ndsu.edu/alliedsciences/radiologic_science/curriculum/)

[https://www.ndsu.edu/alliedsciences/respiratory\\_care/curriculum/](https://www.ndsu.edu/alliedsciences/respiratory_care/curriculum/)

Students will follow the curriculum guide 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. The following pages contain sample plans for completing degree requirements. Students will meet with the Allied Sciences academic advisor to create their own individualized plan of study.



## Medical Laboratory Science Sample Plan of Study

Please note this is a sample plan of study and not an official curriculum. Actual student schedules for each semester will vary depending on start year, education goals, applicable transfer credit, and course availability. Students are encouraged to work with their academic advisor on a regular basis to review degree progress and customize an individual plan of study.

### First Year

Fall	Credits	Spring	Credits	
<a href="#">BIOL 150</a>	3	<a href="#">CHEM 122</a>	3	* All students are required to successfully earn credit for Engl 110 and Engl 120. Enrollment is based on English placement. Upon completion of Engl 120 with a "C" grade or higher, students will be awarded placement credit (4) for Engl 110.
<a href="#">BIOL 150L</a>	1	<a href="#">CHEM 122L</a>	1	
<a href="#">CHEM 121</a>	3	<a href="#">COMM 110</a>	3	
<a href="#">CHEM 121L</a>	1	<a href="#">CSCI 114</a>	3	
<a href="#">CHP 190</a>	2	Global Perspectives (G)	3	
<a href="#">ENGL 120*</a>	3	Humanities & Fine Arts (A)	3	
<a href="#">MATH 103</a>	3			
	<b>16</b>		<b>16</b>	

### Second Year

Fall	Credits	Spring	Credits	
<a href="#">BIOL 220</a>	3	<a href="#">BIOL 221</a>	3	** Students have the option to complete Chem 240, Bioc 460, Bioc 460L, & Bioc 461 in place of Chem 341, Chem 341L, Chem 342, Bioc 460 & Bioc 460L.
<a href="#">BIOL 220L</a>	1	<a href="#">BIOL 221L</a>	1	
<a href="#">CHEM 341**</a>	3	<a href="#">CHEM 342**</a>	3	
<a href="#">CHEM 341L**</a>	1	<a href="#">MICR 460</a>	3	
<a href="#">MLS 200</a>	1	<a href="#">MICR 460L</a>	2	
<a href="#">MICR 350</a>	3	<a href="#">STAT 330</a>	3	
<a href="#">MICR 350L</a>	2			
Wellness (W)	2			
	<b>16</b>		<b>15</b>	

### Third Year

Fall	Credits	Spring	Credits
<a href="#">BIOC 460</a>	3	Cultural Diversity (D)	3
<a href="#">BIOC 460L</a>	1	Humanities & Fine Arts (A)	3
<a href="#">BIOL 315</a>	3	<a href="#">MLS 435</a>	2
<a href="#">BIOL 315L</a>	1	<a href="#">MICR 463</a>	2
<a href="#">MICR 470</a>	3	Social & Behavioral Sciences (B)	3
<a href="#">MICR 471</a>	2	Upper Division Writing (C; 300-400 level)	3
Social & Behavioral Sciences (B)	3		
	<b>16</b>		<b>16</b>

### Fourth Year

Fall	Credits	Spring	Credits	Summer	Credits
<a href="#">MLS 496***</a>	12	<a href="#">MLS 496***</a>	12	<a href="#">MLS 496***</a>	6
	<b>12</b>		<b>12</b>		<b>6</b>

Total Credits: 125

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

## Radiologic Sciences Sample<sup>1</sup> Plan of Study

Please note this is a sample plan of study and not an official curriculum. Actual student schedules for each semester will vary depending on start year, education goals, applicable transfer credit, and course availability. Students are encouraged to work with their academic advisor on a regular basis to review degree progress and customize an individual plan of study.

### First Year

Fall	Credits	Spring	Credits
<a href="#">CHEM 117</a>	3	<a href="#">BIOC 260</a>	4
<a href="#">CHEM 117L</a>	1	<a href="#">COMM 110</a>	3
<a href="#">CHP 190</a>	2	Humanities & Fine Arts (A)/Cultural Diversity (D)	3
<a href="#">CSCI 114</a>	3	<a href="#">MICR 202</a>	2
<a href="#">ENGL 120*</a>	3	<a href="#">MICR 202L</a>	1
<a href="#">MATH 105</a>	3	<a href="#">PSYC 111</a>	3
		Wellness (W)	2
	<b>15</b>		<b>18</b>

\* All students are required to successfully earn credit for Engl 110 and Engl 120. Enrollment is based on English Placement. Upon completion of Engl 120 with a "C" grade or higher, students will be awarded placement credit (4) for Engl 110.

### Second Year

Fall	Credits	Spring	Credits
<a href="#">BIOL 220</a>	3	<a href="#">BIOL 221</a>	3
<a href="#">BIOL 220L</a>	1	<a href="#">BIOL 221L</a>	1
Humanities & Fine Arts (A)	3	<a href="#">CHP 125</a>	1
<a href="#">PHYS 211</a>	3	<a href="#">PHRM 170</a>	2
<a href="#">PHYS 211L</a>	1	<a href="#">PHYS 212</a>	3
<a href="#">RS 200</a>	1	<a href="#">PHYS 212L</a>	1
Social & Behavioral Sciences (B)/Global Perspectives (G)	3	Special Elective (dept. approved)	3
<a href="#">STAT 330</a>	3	Special Elective (dept. approved)	3
	<b>18</b>		<b>17</b>

### Third Year

Fall	Credits	Spring	Credits	Summer	Credits
<a href="#">RS 496**</a>	12-13	<a href="#">RS 496**</a>	12-14	<a href="#">RS 496**</a>	6-11
				Upper Division Writing (C; 300-400 level)	3
	<b>12-13</b>		<b>12-14</b>		<b>9-14</b>

### Fourth Year

Fall	Credits	Spring	Credits	Summer	Credits
<a href="#">RS 496**</a>	12	<a href="#">RS 496**</a>	12	<a href="#">RS 496**</a>	1-6
	<b>12</b>		<b>12</b>		<b>1-6</b>

Total Credits: 126-139

\*\* RS 496 classroom, lab, and clinical education (internship) takes place within an affiliated hospital. The internship is full-time for 21-24 months, including summer. RS 496 courses and credits vary by radiography, echocardiography, or diagnostic medical sonography specialization.

## Respiratory Care Sample<sup>1</sup> Plan of Study

### Plan of Study

Please note this is a sample plan of study and not an official curriculum. Actual student schedules for each semester will vary depending on start year, education goals, applicable transfer credit, and course availability. Students are encouraged to work with their academic advisor on a regular basis to review degree progress and customize an individual plan of study.

#### First Year

Fall	Credits	Spring	Credits	
<a href="#">CHEM 121</a> <sup>†</sup>	3	<a href="#">CHEM 122</a> <sup>†</sup>	3	* All students are required to successfully earn credit for Engl 110 and Engl 120. Enrollment is based on English Placement. Upon completion of Engl 120 with a "C" grade or higher, students will be awarded placement credit (4) for Engl 110.
<a href="#">CHEM 121L</a> <sup>†</sup>	1	<a href="#">CHEM 122L</a> <sup>†</sup>	1	
<a href="#">CHP 190</a>	2	<a href="#">MICR 202</a> <sup>†</sup>	2	
<a href="#">CSCI 114</a>	3	<a href="#">MICR 202L</a> <sup>†</sup>	1	
<a href="#">ENGL 120</a> <sup>*</sup>	3	<a href="#">COMM 110</a>	3	
<a href="#">MATH 103</a> <sup>†</sup>	3	<a href="#">PSYC 111</a>	3	
		Humanities & Fine Arts (A)/Cultural Diversity (D)	3	
	<b>15</b>		<b>16</b>	

#### Second Year

Fall	Credits	Spring	Credits	
<a href="#">BIOL 220</a> <sup>†</sup>	3	<a href="#">BIOC 260</a> <sup>†</sup>	4	<sup>†</sup> Indicates "core" course. A minimum "core" course GPA of 2.50 is required. "Core" courses must be completed with a grade of "C" within two attempts.
<a href="#">BIOL 220L</a> <sup>†</sup>	1	<a href="#">BIOL 221</a> <sup>†</sup>	3	
<a href="#">CHEM 240</a> <sup>†</sup>	3	<a href="#">BIOL 221L</a> <sup>†</sup>	1	
<a href="#">RC 200</a>	1	<a href="#">CHP 125</a> <sup>†</sup>	1	
Social & Behavioral Sciences (B)/Global Perspectives (G)	3	Humanities & Fine Arts (A)	3	
<a href="#">STAT 330</a>	3	<a href="#">PHYS 120</a> <sup>†</sup>	3	
Wellness (W)	2	Special Elective (dept. approved)	3	
	<b>16</b>		<b>18</b>	

#### Third Year

Fall	Credits	Spring	Credits	Summer	Credits
<a href="#">RC 496</a> <sup>**</sup>	15	<a href="#">RC 496</a> <sup>**</sup>	15	<a href="#">RC 496</a> <sup>**</sup>	13
	<b>15</b>		<b>15</b>		<b>13</b>

#### Fourth Year

Fall	Credits	
<a href="#">RC 496</a> <sup>**</sup>	8	**Credits earned while participating in the Sanford Medical Center Fargo RC internship. The internship is 15 months, including one summer session.
<a href="#">RC 494</a> <sup>**</sup>	4	
Upper Division Writing (C; 300-400)	3	
Special Elective (dept. approved)	3	
	<b>18</b>	

**Total Credits: 126**

## ***Degrees***

The College of Health Professions offers the following degrees:

- Allied Sciences: Medical Laboratory Science, Radiologic Sciences, Respiratory Care: BS
- Nursing: BSN, MS, DNP
- Pharmacy: Pharm.D., Pharm. D./MBA, Pharm.D./Ph.D.

## ***Diversity and Equity***

In accordance with the mission of the Allied Sciences department to prepare its students with the knowledge, skills, and behaviors necessary to become competent, compassionate, and contributing professionals in their field, the department supports College and University policies relevant to diversity and equity. Inclusion of multiple perspectives and appreciation of individual differences enhances educational value, effectiveness of the healthcare team, and the quality of patient care. Allied Sciences students are expected to demonstrate professionalism and treat all faculty, staff, classmates, patients, and members of the healthcare team with respect and consideration.

**NDSU Non-Discrimination Statement:** NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost for Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, 701-231-7708, [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu).

For more information about equity and diversity policies, initiatives, and resources at NDSU, or for guidance in understanding expectations for professional behavior, the following resources may be useful:

- American Registry of Radiologic Technologists Standards of Ethics: <https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>
- American Association for Respiratory Care Statement of Ethics and Professional Conduct: <https://www.aarc.org/wp-content/uploads/2017/03/statement-of-ethics.pdf>
- American Society of Clinical Pathology Board of Certification Guidelines for Ethical Behavior for Certificants: <https://www.ascp.org/content/docs/pdf/boc-pdfs/procedures/guidelines-for-ethical-behavior.pdf?sfvrsn=4>
- College of Health Professions Student Academic and Conduct Policy 3.01 (see this handbook)
- Department of Allied Sciences Faculty and Staff, <http://www.ndsu.edu/alliedsciences/>
- Dr. Dan Friesner, Associate Dean for Student Affairs and Faculty Development, College of Health Professions, <https://www.ndsu.edu/healthprofessions/administration/>
- Diversity at NDSU: <https://www.ndsu.edu/equity/diversity/>
- NDSU Rights and responsibilities of community: a code of student behavior: <https://www.ndsu.edu/fileadmin/reslife/Misc/601.pdf>
- Society of Diagnostic Medical Sonography: <http://www.sdms.org/about/who-we-are/code-of-ethics>

## ***Health Insurance***

Students in the College of Health Professions 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 workers 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. The following links may be helpful in procuring health insurance:

- <https://www.ndsu.edu/studenthealthservice/insurance/>
- <https://www.hthstudents.com/>
- <https://www.healthcare.gov/young-adults/college-students/>

## ***Health Vaccines/Exposure to Biohazard***

Health professions students participating in clinical experiences may be exposed to blood and body fluids and the risk of infection. Prior to beginning an Allied Sciences internship, hospital programs require that you complete and provide proof of TB (tuberculosis) status and evidence of immunity and/or select immunizations, including varicella (chicken pox), measles, mumps, and rubella, Hepatitis B, tetanus-diphtheria-pertussis, and an annual flu shot. 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, nametag, etc. When in doubt, please check with the Allied Sciences department about appropriate dress prior to attending a planned activity or event.

## ***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 College of Health Professions students in amounts up to \$1,000,000 per occurrence and \$5,000,000 aggregate. The department will provide evidence of coverage to the hospital internship program prior to starting the clinical experience.

## ***Scholarships and Awards***

The College of Health Professions and Department of Allied Sciences have 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. Students accepted into the professional program will receive additional information about professional society and affiliated hospital scholarships and awards. CHP and department scholarship applications will be available starting the second Monday in April. The deadline for College and department scholarships for allied sciences majors is determined annually and typically occurs in May.

For information about scholarships at NDSU and within the CHP, please see

<https://www.ndsu.edu/onestop/finaid/scholarships/> and

<https://www.ndsu.edu/healthprofessions/scholarships/>.

## ***Policies***

### **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 Health Professions) 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 Health Professions 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).

### **Student Academic and Conduct Standards College Policy 3.01**

(revised Apr. 29, 2015)

#### **Introduction**

The mission of the NDSU College of Health Professions is to educate students and advance research and professional service in pharmacy, nursing, allied sciences, and public health. The College has established professionalism and ethics as two of its core values.

Pharmacists, nurses, allied health care professionals, public health professionals, and pharmaceutical scientists 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, allied science, and public health students, the College of Health Professions has developed this student conduct policy. This policy is applicable to anyone enrolled as a student in the College, including those in the pre-professional, professional, and graduate programs. This

policy also applies to any student taking a course for credit in the College. Acceptance of this policy is required as a condition of admission to the College.

### **Academic Standards**

The academic standards of the College of Health Professions differ from those of the University. 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 Health Professions. 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 a semester GPA of 2.0 or above may be placed on College warning or probation. 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 readmittance 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, Allied Sciences, and Public Health 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. Students are encouraged to refer to program-specific policies related to minimum grade requirements which can be found in the College Policy Manual at:

[http://www.ndsu.edu/healthprofessions/college\\_information/policy\\_manual/](http://www.ndsu.edu/healthprofessions/college_information/policy_manual/). Graduate students are expected to uphold policies and procedures consistent with the graduate school and to maintain a 3.0 grade point average.

**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.

### **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.

All students are held responsible for exhibiting the following professional attributes: honesty, integrity, accountability, confidentiality, and professional demeanor. Academic dishonesty and professional misconduct are 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 student 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 Health Professions.
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. Graduate students must also report to the Department Chair of the graduate program.
2. The course instructor who suspects that academic misconduct has occurred in their course or other instructional context has an initial responsibility to: a) inform the student(s) involved of his/her suspicion and the suspicion's grounds; b) allow a fair opportunity for the student to respond; and c) make a fair and reasonable judgment as to whether any academic misconduct occurred.
3. The course instructor will report academic misconduct violations to their Department Chair within 7 days of the occurrence or discovery of the misconduct.
4. The Department Chair will report the academic misconduct to the Senior Associate Dean.

### **Professional Misconduct**

1. Students are required to report any professional misconduct to the Associate Dean for Student Affairs and Faculty Development 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 Chair within 7 days of the occurrence or discovery of the misconduct.
4. The Department Chair will report the professional misconduct to the Associate Dean for Student Affairs and Faculty Development 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 and Faculty Development 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 inform 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 Chair.
3. The Department Chair will submit a copy of the form to the Senior Associate Dean.
4. The Senior Associate Dean will submit the form to the Registrar and Provost/VPAA in accordance with University Policy 335. In the case of graduate student academic misconduct, the Dean of the College of Graduate & Interdisciplinary Studies must also receive a copy of the completed Student Academic Misconduct Tracking form.
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 and Faculty Development has the initial and primary responsibility for administering and enforcing professional misconduct issues.
2. The Associate Dean for Student Affairs and Faculty Development will work collaboratively with the Department Chair (and where appropriate, individual instructors) to resolve professional misconduct issues.

## **Department and College Related Sanctions**

Additional academic and/or professional disciplinary sanctions for the department/program may be assigned by the Department Chair 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 Senior Associate Dean &/or Associate Dean for Student Affairs and Faculty Development.

The Senior Associate Dean may impose additional disciplinary sanctions for the **College** and will notify the student in writing and the Dean of the College of Graduate and Interdisciplinary Studies (if a graduate student involved). Disciplinary action for academic and professional misconduct will depend based upon the seriousness of the misconduct. In general, sanctions may include, but are not limited to, any of the following:

1. Probation
2. Supervised probation
3. Suspension from the College.
4. Termination from the College. (Termination from the College of Health Professions 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.)

In cases of particularly egregious or multiple instances of academic/professional misconduct, the Dean of the College may also recommend expulsion from the university.

## **Student's 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. Graduate student appeals of sanctions involving academic misconduct must be filed in accordance with the Graduate Student Appeals policy described in the NDSU Graduate Bulletin.

### **Pre-professional/Professional 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 Chair, Associate Dean for Student Affairs and Faculty Development or Senior Associate Dean, and Dean.
2. Department and College related sanctions may be appealed to the Associate Dean for Student Affairs and Faculty Development (Professional Misconduct), Senior Associate Dean (Academic Misconduct), 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 (Pre-professional and Professional Students)**

1. Appeals made to the Senior Associate Dean or Associate Dean for Student Affairs and Faculty Development 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.
5. The Registrar will be advised of the results of the appeal.

### **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 Health Professions. 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 Health Professions. I understand that violations of this policy and sanctions imposed, 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, October 7, 2013, April 29, 2015

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 pages 38-39 (Standard 20) of the following website:

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

The NDSU College of Health Professions 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 Health Professions policy relating to this issue is available on its website at <https://www.ndsu.edu/healthprofessions/>. 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 337**

NDSU has an established policy regarding complaints about grading, otherwise known as "grade appeals". The full grade appeal policy, which includes hearing procedures, is available at [www.ndsu.edu/fileadmin/policy/337.pdf](http://www.ndsu.edu/fileadmin/policy/337.pdf). 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. Grade changes are also considered only for those students who have not yet earned a degree for which the course in question was applied.

For a student who has reason to believe that they have been issued an incorrect or inappropriate grade, he/she must initiate a request for a change of a 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.

A grade appeal is 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 a 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.

### **Non-Grade Student Complaints**

Pre-professional and professional pharmacy 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 issues, including (but not limited to) ACPE standards, policies and procedures. Additionally, because the pharmacy program spans multiple departments, the non-grade complaints are handled through the Dean's Office, rather than by the departments themselves.

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 Health Professions.
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 (as the Chair of the College Academic Affairs Committee) if the complaint is primarily academic in nature, or the Associate Dean for Student Affairs & Faculty Development (as the Chair of the College Student Affairs Committee) 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 & Faculty Development) 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 Health Professions. In such cases, the student(s) file 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. 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.

### **Termination from the College Policy 3.03**

The College of Health Professions reserves the right to terminate the enrollment of any student at any time, if the student demonstrates that he or she is unsuited for a professional career and its inherent responsibilities and obligations. Circumstances that may lead to student termination will include, but not be limited to, violation of state or federal statutes or regulations.

### **Student Technical Standards College Policy 3.11**

The North Dakota State University College of Health Professions' (NDSU CHP) mission is to educate students and advance research and professional service in pharmacy, nursing, allied sciences, and public health. As a corollary to this mission, the NDSU CHP seeks to train students who have the ability, interest and work ethic necessary to be eligible for licensure and/or certification and to embark upon a successful career as a health care professional. Thus, all professional programs offered by the NDSU CHP require students to undertake the full set of activities that is necessary to complete their program(s) of study.

The goal of every licensed and/or certified 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 CHP has established the following technical standards as minimal guidelines regarding the competencies necessary to complete a professional program in the NDSU CHP. For simplicity, these competencies are organized into three general categories: physical, cognitive and social.

#### **Physical Competencies**

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.

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.

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**

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.

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).

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**

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.

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.

Students must demonstrate the ability to observe, understand and *show compassion* for patients.

Students must demonstrate *effective interpersonal communication skills*, including verbal, non-verbal and written communication skills. Students must demonstrate sufficient fluency (verbally, non-verbally and written skills) in the native language where the instruction takes place.

Students must demonstrate *cultural sensitivity* and understand the ideologies, sociocultural and political characteristics which frame the lives and daily activities of their peers, co-workers and/or patients.

### **Reasonable Accommodations under the Americans with Disabilities Act (ADA)**

The College strongly encourages any student who suspects that he or she may have a disability to contact the NDSU Office of Disability Services for guidance concerning the steps that are necessary to document and verify the nature and extent of the disability. Consistent with NDSU, state and Federal policies, students with documented evidence of disabilities have every right to request reasonable accommodations of instructors (defined in the broadest sense to include faculty, preceptors, administrators and supervisors), and instructors are required to accommodate reasonable requests. However, such requests are not reasonable if they disrupt, are detrimental to and/or endanger patients, students, co-workers and/or instructors. As such, students who, after reasonable accommodations are made, do not consistently demonstrate the competencies identified above are ineligible for admission or progression in the NDSU CHP' professional programs.

### **Additional Technical Standards**

Specific professional programs housed in the NDSU CHP (and the departments sponsoring those programs) may choose to add additional competencies not specifically identified in this policy. Successful demonstration (with or without reasonable accommodations) of program specific technical standards is also required for admission and progression within the specific professional program. Students should make every effort to obtain and understand these additional competencies from the academic administrator for that program (i.e., a chair and/or associate dean).

### **Failing to Meet, Reporting and Adjudicating Technical Competencies**

Students who consistently fail to demonstrate the competencies identified above are ineligible for admission or progression in the NDSU CHP' professional programs. Students who are admitted to a professional program and who realize (either through their own efforts or as demonstrated by a licensing board, a preceptor or a faculty member in the student's program) that they do not (or no longer) consistently demonstrate the requisite technical competencies to be eligible for licensure have an ethical obligation to self-report that information to the CHP administration (i.e., the appropriate department chair, the Associate Dean for Nursing, the Senior Associate Dean, and/or the Associate Dean for Student Affairs and Faculty Development). Moreover, once realized (own awareness or as reported to them by a licensing board, faculty, or preceptor), a failure to self-report a consistent lack of technical competencies represents a violation of the Student Conduct Policy (College Policy Manual, Policy 3.01). Once self-reporting occurs, these administrators will work with the student to identify reasonable accommodations. If reasonable accommodations are not available, these administrators will assist the student as he or she transitions out of the professional program. This transition will occur in a manner generally consistent with the timelines established in the Student Conduct Policy (College Policy Manual, Policy 3.01).

Revised: 12/3/2014

Approved: 10/21/2010

Housekeeping: 4/29/15

Source: Faculty Meeting Minutes

### ***Allied Sciences Technical Standards***

In order to successfully fulfill the role of an allied sciences professional, a student must possess program-designated, minimal mental and physical requirements or request reasonable accommodations to meet these 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***

Essential function requirements to participate in a medical laboratory science hospital program include a sound intellect, good motor skills, eye-hand coordination and dexterity, effective communication skills, visual acuity to perform macroscopic and microscopic analyses or read procedures and graphs, and behavioral skills such as organization, time management and good judgement, even in emergency situations.

For essential functions specific to each affiliated hospital program, please see your advisor.



***Radiologic Sciences Technical Standards***

Students admitted into affiliated radiologic sciences programs for an internship must possess program-designated technical standards, which include a sound intellect and emotional health to exercise good judgment even in emergency situations; visual and hearing acuity; physical abilities to lift and position patients; pull, push, and carry equipment; enter data; stand and walk for extended periods of time; and communicate effectively.

For technical standards specific to each affiliated hospital program, please see your advisor.

## ***Respiratory Care Technical Standards***

Admission to the respiratory care internship at Sanford Medical Center Fargo requires that the student demonstrate proficiency in a variety of cognitive, psychomotor, and interpersonal skills. Applicants must review the following technical standards to determine their ability to perform and adhere to the standards and identify any areas where a request for accommodations may be necessary.

### **Physical, motor, and tactile requirements**

- Stand and walk for extended periods of time
- Mobility and strength to assist in patient transfers and position changes
- Move (push and/or pull) and carry equipment for use in patient care areas
- Perform multiple motor tasks simultaneously
- Possess fine motor skills, manual dexterity and steady arm/hand movements (i.e., manipulating equipment, documentation, collecting blood specimen, etc.)
- Possess tactile ability sufficient to assess patient (i.e., palpate pulse, distinguish temperature differences, firmness, etc.)

### **Visual acuity requirements**

- Monitor and assess patients and equipment function
- Read written and printed words, fine print, digital displays, gauges, etc.
- Differentiate colors and shades

### **Speaking and hearing requirements**

- Communicate effectively with patients and personnel, both face-to-face and via phone
- Hear and understand patients, visitors, and personnel
- Hear audible alarms and instrument alert signals
- Detect and differentiate patient breath sounds, heart tones, etc.

### **Interactive Requirements**

- Follow written and oral instructions
- Comply with institutional dress code, including specific dress requirements of unique patient care units (i.e. surgical attire in the operating room, short sleeves in the NICU, etc.)
- Comply with infection prevention strategies, including hand hygiene, personal protective equipment (PPE), isolation procedures, etc.
- Exhibit empathy, compassion, integrity, and concern for patients, visitors, and personnel
- Accept constructive criticism and implement suggestions to improve performance
- Maintain patient confidentiality, honesty, and ethical standards
- Manage time, organize workload, and meet deadlines
- Exercise good judgment in responding to emergency situations
- Function effectively in high stress environments

## ***Registration Procedures***

Prior to the start of classes each semester, students must register for courses via Campus Connection; see [www.ndsu.edu](http://www.ndsu.edu)>Online Services>Campus Connection.

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 expected to make an appointment with their advisor to select courses.

### **Registration by Class Permit**

Select courses taken by allied sciences students - MLS 200, RS 200, RC 200, MLS 435 - are “by permit only” to ensure that allied sciences students who need these required courses 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) declared majors of at least sophomore status in good academic standing, who have a degree plan on file identifying their internship application semester and have had an allied sciences academic advising appointment within the academic year; 4) 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 One Stop.

In addition, enrollment in MLS 496, RC 496, and RS 496 courses is limited to students who have been accepted into their professional-level internship.

### ***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. 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. 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 documentation may be needed in advance of shadowing, therefore it is important to plan ahead.

### ***Professional Program/Internship in the Allied Sciences Overview***

An allied sciences internship (MLS-RC-RS 496) is a rigorous, full-time class, laboratory and clinical experience during which the student will learn the theory and clinical competencies of a professional in their related discipline. Pre-requisite courses taken on campus during the pre-professional portion of the student's major provide a foundation upon which to build professional knowledge, skills and behaviors. Therefore, most internship programs require that students have successfully completed all courses on campus prior to beginning the internship. No NDSU courses may be taken along with the internship without prior approval from the hospital program director and Department of Allied Sciences director.

NDSU maintains affiliation agreements with hospital-based schools of medical laboratory science, respiratory care, radiologic technology/radiography and sonography to which declared allied sciences majors may apply for an internship. A current list of affiliates for each major is available from your allied sciences academic advisor. Admission to the internship occurs annually, is selective, and requires separate applications be made to each affiliated hospital program; see "Internship Application and Admission". Department staff will assist allied sciences majors to complete application requirements.

The internship is required for each allied sciences major and degree. The student's major and degree is not complete without the internship credits. The internship is not paid. A student intern will register for MLS, RC, or RS 496 each semester of the internship, and pay tuition and student fees to earn NDSU credit. NDSU's agreements with affiliated hospital internship programs state that NDSU will pay the hospital program up to 85% of tuition paid by the student to NDSU to be applied to the hospital program's tuition. NDSU retains the remainder for administrative purposes. Should the hospital's internship program tuition be greater than the amount paid by NDSU, students are responsible to pay the difference directly to the hospital. Internships are excluded from tuition discounts that reduce tuition below the ND resident rate. In addition to NDSU tuition and fees, students are responsible to pay hospital program fees, housing, meals, travel, and other costs related to internship participation, including uniforms, supplies, immunizations, and textbooks. Please see the professional program academic advisor for an estimate of fees and costs associated with internship participation. Students who are eligible to receive financial aid may continue to do so during the internship.

The internship schedule does not necessarily follow the NDSU academic calendar or schedule and includes summer sessions. Clinical rotations may include day, evening, night, and weekend shifts. Given the demands of the internship, it may be more difficult to maintain the kind or level of outside employment that a student had prior to the internship.

Students should plan to meet with their allied sciences academic advisor for more information re: internship sites and admission criteria at least one year prior to anticipated internship application.

### ***Internship Application and Admission***

Allied sciences students who 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 internship/professional courses. The university does not grant admission to an internship. Admission to an internship requires a supplemental application and supporting documents. The department will direct you to the on-line applications and assist you to complete your application/s.

Typically, a completed application packet will consist of the application, an essay, references, official copies of college transcripts, and an application fee, which may range from \$25-\$50. Depending on the affiliated hospital program, additional documents, i.e. resume, ACT scores, and high school transcripts, may be required. Applications with materials missing by the designated deadlines will not be considered for admission. The department 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.

Completed applications will be reviewed by the hospital program's Admissions Committee. 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 are highly recommended and 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 to ensure a quality learning experience for each student.

Application for internships for each major occurs annually:

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

Being an allied sciences major at NDSU does not guarantee acceptance into the internship. Applicants who are offered a position in the internship program are required to submit a nonrefundable 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, 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 pre-professional MLS, RC, or RS major appropriate to internship of interest
- completed all pre-requisite coursework by the start of the internship, including resident credits at NDSU for transfer students
- achieved the minimum GPA required by the internship program
- earned a minimum grade of 'C' in all courses used to fulfill major and degree requirements
- met the minimal mental and physical requirements specified by the hospital program
- supplied completed application, references, official transcripts, and other supporting documents as directed
- complied 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. ACT scores and high school course grades may also be considered. Transcript evaluations prepared by the Department of Allied Sciences will verify satisfactory completion of requirements for entrance into an internship.

**Respiratory Care** applicants must achieve a minimum cumulative and core course GPA of at least 2.50 at the time of application. 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 200-Introduction to Respiratory Care, general psychology, microcomputer packages, and introductory statistics. The number of attempts of core courses will be limited to two. Students may apply for the RC internship a maximum of two times.

**Sonography** applicants must achieve a minimum cumulative and core course GPA of at least 3.00 at the time of application. Core courses are: human anatomy and physiology and labs, college physics and labs, medical terminology, statistics, and psychology. The number of attempts of core courses will be limited to two. Students may apply for the sonography program a maximum of two times.

### **Reapplication**

A student who has applied to the professional internship 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. Students may apply for the Respiratory Care and Sonography professional program internships a maximum of two times.

### ***Internship Regulations***

Students should be aware of and adhere to the following regulations, 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 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.
3. Internships are excluded from tuition discounts that reduce tuition below the ND resident rate.
4. NDSU allied sciences affiliation agreements state that NDSU will reimburse the hospital program up to 85% of tuition paid by the student to NDSU and retain the remainder for administrative purposes. Should the hospital program's tuition be greater than the amount paid by NDSU, students are responsible to pay the difference directly to the hospital. Students who qualify to receive financial aid through NDSU may continue to do so during the internship.

5. 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.
6. 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), tetanus-diphtheria-pertussis, a current negative tuberculosis skin/blood test, receipt or declination of the Hepatitis B vaccination series, a drug screen, and annual influenza immunization, all at the student's expense. A physical exam may also be required.
7. The student will be required to have his/her own professional liability insurance (provided by NDSU) and personal health insurance for the duration of the internship.
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. No NDSU courses may be taken along with internship courses without prior permission from the department and hospital program director.

## FAQs

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

What is a “Special Elective”? Special elective courses are required within the Respiratory Care and Radiologic Sciences curriculum. They are 300-400 level sociology and communication 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. Special Electives for the 2018-2019 academic year include:

### **Sociology Options:**

Soc 426 Sociology of Medicine  
Soc 440 Sociology of Aging  
Soc 441 Death and Dying

### **Communication Options:**

Comm 308 Business/Professional Speaking  
Comm 315 Small Group Communication  
Comm 380 Health Communication I  
Comm 381 Patient/Provider Communication  
Comm 383 Organizational Communication  
CHP 400 Interprof Healthcare Practice

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 are assigned by the hospital program and 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.

What is the “internship”? The internship is the professional level of the program. During this portion of your program, you will participate in class, lab, and clinical experiences onsite in an affiliated hospital program to learn the theory behind and practice the competencies expected of a graduate in your discipline.

When can I apply for an allied sciences internship? Pre-professional allied sciences students who are enrolled at NDSU and meet the following admission requirements may be eligible to apply to affiliated hospital programs:

- Declared pre-professional MLS, RC, or RS major, as appropriate to internship of interest;
- Plan of study on file with the Department of Allied Sciences that verifies the student’s ability to complete internship prerequisite courses on campus by start of the internship, including resident credits at NDSU for transfer students;
- Earned a minimum grade point average (GPA) of 2.50-3.00 as required by the hospital program by the internship application deadline. GPA requirements vary by hospital program;
- Earned a C or better in all courses to be used to fulfill major and degree requirements;
- Meet the program-designated technical standards/essential functions (mental and physical requirements) or request reasonable accommodations to meet these standards;
- Comply with criminal background and student conduct requirements.



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. The three-year average (2016-2018) for Allied Sciences internship placement is approximately 87%.

An MLS or RS student's chance of being accepted into an internship will increase if they apply to more than one program, possibly 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. Related work and/or volunteer experience has become increasingly common and valuable as part of the accepted student's profile. Meet with your advisor for assistance to be as prepared as possible for the internship selection process.

Can I take NDSU classes while I am in the internship? You will be registered for the NDSU class MLS, RC, or RS 496 for each semester of the internship. Besides the internship class, most hospital programs require that students complete all courses on campus prior to beginning the internship. No NDSU courses may be taken during the internship without prior approval from the Department of Allied Sciences director and hospital program director.

Is the internship paid? The internship is not paid. You earn academic credit for the internship, so will continue to register for credit and pay NDSU tuition and fees. Your degree will not be complete without these credits.

What is the internship schedule? The internship schedule of class, lab and clinical varies among hospital programs. Some programs might have half of the day spent in class and the other half in clinical. Others have a full day of clinical on some days of the week and full class days on the others. RC, and a couple of the RS and MLS programs, have class blocks followed by clinical blocks.

Will I get any help with internship application? The allied sciences department staff will guide and assist you throughout the application process. They will explain the process, assist students to submit the proper materials, and coordinate interviews at hospitals. This is an important milestone in the allied sciences education, so they will be there to support you along the way.

What if I don't get an internship the first time I apply? If not accepted, hospital programs give feedback to the department that will be shared with you during an advising appointment. This information is very helpful to assist you in creating an action plan to become a better candidate should you choose to reapply. The acceptance rate for repeat applicants who have improved their qualifications is excellent.

Could I do the internship in any hospital? NDSU has contracts with hospital-based programs that offer internships for allied sciences students. Each hospital program is within a teaching hospital that employs specialized teaching staff and provides the classroom, lab facilities, and clinical resources to teach students the theory and competencies needed to graduate and enter the profession.

*Can I work during the internship?* Many students do have part-time jobs as an intern. However, given the demands of the internship, it may be difficult to maintain the kind or level of outside employment you may have had before the internship. If a student chooses to hold part-time employment, it cannot interfere with class and clinical attendance and/or responsibilities.

*Who do I contact in the department when I have questions or concerns?* We recommend first contacting your academic advisor, who can assist you in identifying the correct resource(s) and contact(s).

*How do I contact College administrators?* The Dean of the College of Health Professions 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 701-231-5383. 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 Health Professions. He is concerned about students and can, in addition to your academic advisor, assist with personal, career, and admissions issues. To schedule an appointment with him, contact his assistant at 701-231-7601, Sudro Hall 123.

Dr. Cynthia Naughton, Senior Associate Dean, oversees curriculum and assessment activities within the College of Health Professions. She is concerned about students and can, in addition to your academic advisor, assist with academic and career issues. To schedule an appointment with her, contact her assistant at 701-231-9489, Sudro Hall 123.

The Director of Allied Sciences is Polly Olson, 701-231-8133, Sudro Hall 222C. Other department chairs include: Dr. Marketa Marvanova, Chair of Pharmacy Practice, 701-231-8079, Sudro Hall 118A1; Dr. Jagdish Singh, Chair of Pharmaceutical Sciences, 701-231-7661, Sudro Hall 136; and Dr. Carla Gross, Associate Dean and Chair of Nursing, 701-231-7772, SGC 113D.

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

### ***Where to go for help***

Many decisions a student makes and actions they take impact progress in courses, their major and degree, so we highly recommend that when a student requires assistance, they begin by contacting their academic advisor. An academic advisor can assist the student to:

- Identify and use university resources. Guidance can range from how to check on a course grade to adding a minor, finding class tutors, getting involved on campus, or initial planning for a study abroad;
- Make informed decisions regarding academic and career plans;
- Create an individualized plan of study to complete degree and major requirements, including experiences outside of the classroom;
- Utilize sources of accurate information about university and college policies and requirements;

- Analyze personal strengths, weaknesses, interests, values, and skills as they relate to the student's educational and career goals;
- Set short-term, intermediate, and long-term goals based on self-understanding and overall life goals;
- Evaluate progress toward established goals and educational plans.

*Adapted from National Academic Advising Association Goals for Academic Advising*

Additional sources for help within the College include Dr. Cynthia Naughton, Senior Associate Dean, Sudro 123, to address academic progress concerns, and Dr. Daniel Friesner, Associate Dean for Student Affairs and Faculty Development, Sudro 123, for assistance to address professional conduct or personal concerns, and career or admissions issues.

Students are commonly referred to One Stop, Memorial Union 176, phone: 701-231-6200 or <https://www.ndsu.edu/onestop/>. This centralized service can assist to explain policies and procedures and answer students' questions related to student accounts, financial aid, and registration and records.

### ***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.