

**NDSU**

SCHOOL OF NURSING

# **Pre-Licensure Nursing Handbook 2024-2025**

November 2024

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## COLLEGE OF HEALTH AND HUMAN SCIENCES

<https://www.ndsu.edu/healthhumansciences/>

*Please note that additional policies and procedures not contained in this document apply to students in the college.*

*Those policies and procedures are contained in the College Policy manual*

[https://workspaces.ndsu.edu/fileadmin/hhs/policy/NDSU\\_CHHS\\_Policies\\_FINAL.pdf](https://workspaces.ndsu.edu/fileadmin/hhs/policy/NDSU_CHHS_Policies_FINAL.pdf)

### DEGREES

The College of Health and Human Sciences offers the following degrees:

1. Nursing: BSN (Bachelor of Science in Nursing) and DNP (Doctor of Nursing Practice)
2. Pharmacy: Pharm.D.; Pharm.D./Ph.D.: In conjunction with the Department of Pharmaceutical Sciences; Pharm.D./MBA: In conjunction with NDSU College of Business. (Students must be admitted to the Pharm.D. program first to be considered for this option.)
3. Counselor Education: M.S. Clinical Mental Health Counseling/ M.S. School Counseling; and Ph.D. Counselor Education and Supervision
3. Graduate Study in Pharmaceutical Sciences: M.S., Ph.D.
4. Public Health: BS: Health Services and MPH (Master of Public Health)
7. Allied Sciences: Medical Laboratory Science, Radiologic Sciences, Respiratory Care: BS
8. Health, Nutrition, and Exercise Sciences: B.S.: General Education; Nutrition Science, Exercise Science, and Sport Management. MS: Athletic Training, Dietetics, Exercise/Nutrition Science, Intercollegiate Athletic Administration, and Sport Management. Ph.D.: Exercise Science and Nutrition
8. The Bachelor of Sciences in Health Services (BSHS)

### STATUS DOCUMENTATION

Upon acceptance to a professional program housed in the College of Health and Human Sciences, students will need to comply with the health and status documentation requirements of their unit(s) including vaccinations where indicated. The expense of the physical examination, drug screening and/or any needed immunizations is the student's responsibility.

### CRIMINAL BACKGROUND CHECK

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 and Human Sciences) reserve the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students, or in certain instances, suspend or terminate the enrollment of students, who NDSU and/or the College of Health and Human Sciences determine represent a safety risk to NDSU or the College students, employees, property, or affiliated teaching sites and their employees and patients.

The North Dakota University System (NDUS) Policy 511 requires criminal background checks and FBI checks for students in certain majors (see also NDSU Policy 607).

The College supports the units in the requirement for criminal background checks if outlined in unit policies. (refer to SON Policy 1.62). If background checks require FBI involvement this must be coordinated centrally with the Dean's office.

Students who do not comply with the background checks required by their enrolled program, release of information, and the required deadlines for procuring background checks will be prevented from registering for and/or attending classes.

### STUDENT ACADEMIC AND CONDUCT STANDARDS

This Policy applies to students enrolled in the College, including those in the pre-professional, professional, and graduate programs.

#### Academic Standards

Students within the College of Health and Human Sciences are expected to remain in good academic standing per the University's undergraduate or graduate policies. Any student who fails to meet or exceed these standards may be

placed on academic alert, continued alert, academic suspension, or termination. The College strictly upholds NDSU Policy 335 related to academic misconduct. Procedures will follow the three-phase process outlined in this policy.

**Program-Specific Academic Standards:** Individual programs within the College may have academic standards that are more stringent than those of the University. Students should refer to their specific program Policy manuals for academic standards such as minimum grade requirements, GPA requirements, and course re-take limits to remain in good standing in their program. Students failing to meet academic standards may lead to termination from the College.

**Students Enrolled in College Affiliated Educational Training Programs:** To be in good academic standing within the College, all students enrolled in College affiliated internships, clinical, or experiential training programs are 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 lead to termination from the College.

**Student's Right to Appeal:** Students sanctioned for academic violations of the University and/or College Student Academic Standards Policy have the right to appeal. Student appeals must follow the procedure outlined in NDSU Policy 335.

### **Conduct Standards**

The College of Health and Human Sciences Director of Student Affairs serves the needs of the College and students related to student professional conduct. The Director of Student Affairs serves as a liaison for the College between faculty, Unit leaders, and students.

High standards of professional conduct are expected from all students, both to learning and to promote professional values. Students participating in clinical experiences, rotations, and/or internships must uphold these policies and those of their affiliate site. All students are held responsible for exhibiting honesty, integrity, accountability, confidentiality, and professional demeanor.

Examples of professional misconduct may vary by Unit or program. Examples of misconduct should be included in the program level's student handbook or other guiding document/Policy.

When a student professional conduct issue arises, programs will notify their Unit leader and the Director of Student Affairs within 7 days with a brief description of the incident and sanctions imposed. This reporting will aid in documentation and tracking purposes.

### **Sanctions and Procedure**

The Director of Student Affairs will support the Unit leader and, where appropriate, faculty/program director, to resolve misconduct issues. Reporting procedures will follow NDSU Policy 601. In general, sanctions may include, but are not limited to:

1. Probation
2. Supervised probation
3. Suspension from the College
4. Termination from the College

*\*Termination from the College does not prohibit the student from registering elsewhere in the University.*

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 professional conduct violations have the right to appeal. Student conduct appeals must follow the appeal procedure:

1. Appeals will be reviewed by the Director of Student Affairs and the College Academic Affairs Committee.

2. The College Academic 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 those involved
  - c. Recall one or more witness
  - d. Return the case for reconsideration of the decision and/or sanctions
3. The College Academic Affairs Committee may uphold or lessen the original decision/sanction but not increase the sanctions/actions imposed.
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. The Provost 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 and Human Sciences. In such cases, the College reserves the right to place a hold on a student's graduation until the case has been successfully resolved and the sanctions have been successfully fulfilled.

### **RIGHT TO TERMINATE ENROLLMENT**

The College of Health and Human Sciences, in collaboration with the Unit, reserves the right to terminate the enrollment of any student at any time, if the student demonstrated they are unsuited for a professional career and its inherent responsibilities and obligations. Circumstances that may lead to student termination include, but are not limited to, violation of state or federal statutes or regulations.

### **SELECTION OF SCHOLARSHIP RECIPIENTS**

Students may apply annually to receive a scholarship. Applicants must be enrolled (as defined by NDSU guidelines) in a College of Health and Human Sciences program for the academic year in which the scholarship is received (unless otherwise stated in specific scholarship criteria). Applicants must meet the criteria outlined by the donor of the scholarship/award and other criteria established by the College. The online applications for College of Health and Human Sciences scholarships and awards are available the second Monday of April of each calendar year on the college web page (Scholarships | College of Health and Human Sciences | NDSU ). Scholarship application deadline is the Friday after Spring graduation in May.

Students currently in violation student academic and/or conduct policies or under investigation are not eligible for scholarships. Students will be notified by email each year when applications are available. The due date will be listed on the application form and also posted on the College website. Under the leadership of the College Scholarship Committee, Unit scholarship/awards committees will be formed to select their respective recipients by evaluating scholarship applications; implementing the criteria established by donors; and making decisions on the selection of student scholarship recipients.

Requirements for accepting/receiving a scholarship include attending the College Scholarship Recognition Program and sending a thank you letter to the donor. Students who are engaged in a practical experience or online education where distance prohibits their attendance, or other unusual circumstances, may receive an excused absence from the Dean of the College. If these requirements are not met, the College reserves the right to render the scholarship null and void. All applicants will be notified by email of award decisions.

## **HEALTH INSURANCE**

The College does not provide health insurance for students, at any time while enrolled. Students are not covered by worker's compensation through NDSU or clinical agencies. We hope you find the following link helpful in procuring health insurance

[https://www.ndsu.edu/studenthealthservice/patient\\_resources/enrolling\\_in\\_health\\_insurance/](https://www.ndsu.edu/studenthealthservice/patient_resources/enrolling_in_health_insurance/)

## **PRE-NURSING MAJORS**

The faculty reserves the right to change rules and regulations including those relating to admission, instruction and graduation. Such changes may apply to prospective students, as well as students already enrolled. Changes will be shared with students in a timely manner. However, it is the responsibility of the student to periodically contact their advisor, the program's website, or the School of Nursing Office to obtain current policies.

## **SCHOLARSHIPS AND AWARDS**

Students currently in violation of student academic and/or conduct policies or under investigation are not eligible for scholarships. Students will be notified by email each year when applications are available. The due date will be listed on the application form and also posted on the College website. Under the leadership of the College Scholarship Committee, Unit scholarship/awards committees will be formed to select their respective recipients by evaluating scholarship applications; implementing the criteria established by donors; and making decisions on the selection of student scholarship recipients.

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## **DIFFERENTIAL TUITION**

Students enrolled in the professional nursing program in the college are assessed a differential tuition fee. Funds from this fee provide financial resources to sustain the quality of the programs provided to students.



### STUDENT COMPLAINT POLICY 3.53

The NDSU SON 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. 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. To that end, the Student Complaint Procedures Policy is available in the Student Handbook and College Policy Manual. See Student Complaint Procedures Policy 3.53. [NORTH DAKOTA STATE UNIVERSITY \(ndsu.edu\)](http://ndsu.edu)

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 SON Associate Dean.

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

### TERMINATION FROM THE COLLEGE POLICY 3.03

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

***North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status.  
Direct inquiries to the Office of the Vice President for Equity, Diversity and Global Outreach  
205 Old Main, 701-231-7708.***

Disclaimer: The State Board of Higher Education requires that the following announcement be published in all catalogs and bulletins of information issued by the State Educational Institutions of North Dakota: Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about the institutions that issue the same. Announcements contained in such printed materials are subject to change without notice, and may not be regarded in the nature of binding obligations on the institutions and the State. In time of changing conditions, it is especially necessary to have this definitely understood. The electronic copy of the Nursing Handbook, available as a link from our 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 to the students.

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.

## **SCHOOL OF NURSING POLICIES AND INFORMATION**

North Dakota State University offers a four-year program leading to the Bachelor of Science in Nursing (BSN). The curriculum of the nursing program is designed to develop knowledge and skills necessary for professional nursing practice. The nursing major is delivered during the sophomore, junior, and senior years enabling the student to build upon a foundation of liberal arts and natural sciences. The curriculum prepares professional nurses who will anticipate and respond to changes affecting the health needs of individuals, groups, and communities.

The nursing major is community focused and addresses the nursing needs of individuals, families and groups throughout the life span. The curriculum emphasizes the assessment and promotion of health, and the treatment of health problems in a variety of settings. Students have clinical experience in community and institutional settings. Some courses focus on the individual as a client with specific health needs in a family system, whereas other courses view the community as client.

The pre-nursing program (first two semesters) is open to all high school graduates and college transfer students who wish to pursue a major in nursing. To enter the pre-nursing program the student must qualify for and obtain admission to the University. Applications to NDSU may be obtained from the University Admissions Office or online at [www.ndsu.edu/admission](http://www.ndsu.edu/admission).

**Tuition, fees, housing and other expenses are explained on the NDSU website at <https://www.ndsu.edu/onestop/accounts/tuition/>.**

### **Essential Qualifications of Candidates for Undergraduate Admission and Progression**

Nursing education entails the assimilation of knowledge, clinical skills, and critical thinking, relying on acquired judgment. These abilities are developed through the variety of didactic and practice opportunities throughout the nursing curriculum.

During their course of study, students interact closely with peers, clients, families, community agency personnel, faculty, and other health professionals. They engage in a variety of activities that involve a unique combination of cognitive, psychomotor, cultural, technical, and social abilities.

In order to complete this rigorous course of study and to practice effectively as a nurse, one must demonstrate competence in many areas. Therefore, certain essential abilities are necessary for admission to the undergraduate nursing program. A candidate must be able to perform all essential functions of the student nurse, either with or without accommodation.

For more information, please go online to <https://www.ndsu.edu/nursing/>.

### **Nursing Program History**

The history of nursing education in Fargo dates back to the early 20<sup>th</sup> century when St. John's Hospital and St. Luke's Hospital each established a diploma school of nursing. The School of Nursing at St. John's closed and North Dakota State University (NDSU) began an associate degree nursing program in 1969. In 1986, NDSU and Concordia College (CC) began a collaborative baccalaureate nursing program. St. Luke's Hospital School of Nursing and the associate degree program at NDSU were discontinued. The collaborative program was the Tri-College University Nursing Consortium (TCU). Students took nursing courses on the CC campus and on the NDSU campus. In 1994 nursing faculty who had been employed by TCU became employees of either CC or NDSU but continued to teach on either or both campuses irrespective of faculty appointment.

In 2001, Minnesota State University Moorhead (MSUM), which operated a baccalaureate program for registered nurses, joined the nursing consortium, and a collaborative master's degree program in nursing was initiated. In 2005, the three undergraduate programs disassociated from the consortium and became independent of one another. NDSU initiated a Doctor of Nursing Practice program in 2005. In 2007 graduate programs at the three institutions became independent

of one another. Nursing programs in the area cooperate with one another in the utilization of clinical sites, in addressing regional needs, and through the sharing of teaching/learning resources.

In June 2014, NDSU acquired the Sanford College of Nursing (SCON) located in Bismarck, ND. SCON has been a well-respected, successful, freestanding nursing program affiliated with the Bismarck hospital for over 100 years. The Bismarck program became known as *NDSU Nursing at Sanford Health*.

### **NDSU SON Mission Statement**

The School of Nursing provides transformational education to advance nursing knowledge and develop innovative leaders who improve the health of all people, including underserved, rural, diverse and global populations.

### **NDSU SON Vision Statement**

To be a dynamic leader, positively impacting the health of society through excellence and innovation in nursing education, research, practice, and service.

### **Beliefs and Core Values**

Through commitment to the following Core Values, we promote excellence in nursing education, research, practice, and service:

**Professionalism** – Cultivate professionalism in nursing practice by emphasizing accountability, collegiality, collaboration, ethical behavior, integrity, respect, and resilience.

**Person-Centered Care** – Committed to caring for all people in a holistic, compassionate, and sensitive manner.

**Commitment to Community** – Provide nursing expertise and service that extends across the University, state, national, and global populations to promote health and well-being.

**Scholarship** – Discover and disseminate new knowledge using evidence-based practice to guide nursing care, recognizing that nursing, as both a practice profession and an academic discipline, embodies both art and science.

**Quality and Safety** – Improve healthcare through excellence in education, research, and practice.

**Advocacy and Equity** – Promote equity and inclusivity, advance health policy, and honor the dignity and diversity of all people.

**Transformative Learning** – Facilitate an environment of continuous growth and exploration by encouraging critical thinking, creativity, and the pursuit of knowledge.

**Resilience:** Embrace challenges as opportunities for growth and adapt to change with a positive mindset, learning, evolving, and emerging stronger.

### **NDSU SON Statement on Equity, Diversity, and Inclusivity**

The NDSU School of Nursing stands in commitment to diverse students, faculty, staff and community members to take action to address social and health injustices by addressing discrimination in our environment. As an anti-racist and inclusive School of Nursing, we vow to purposefully identify and challenge issues that threaten equity, diversity and inclusivity and the impact(s) they have on our organizations, systems, and people, regardless of intention.

## **NDSU SON Program Outcomes**

Approved April 2024

The School of Nursing fosters the achievement of outcomes necessary to develop dynamic nurse leaders who improve the health of all people. Undergraduate outcome categories are clinical competence, clinical judgment, communication, professionalism, and leadership.

1. Synthesize and apply theoretical and empirical knowledge from the nursing, behavioral, social and natural sciences, and the arts and humanities to inform clinical judgment. Domain 1: Knowledge for Nursing Practice
2. Provide person-centered care to individuals, families, and communities in all stages of life.
3. Collaborate with others within health systems and the community to advocate for accessible, equitable population health outcomes through the incorporation of legal and ethical principles.
4. Evaluate and utilize research findings and clinical practice guidelines in the delivery of evidence-based nursing practice.
5. Engage in the quality improvement of care to enhance safe, quality healthcare on an individual and system level.
6. Demonstrate effective communication and collaboration with patients, families, and interprofessional team members to optimize health outcomes.
7. Demonstrate systems thinking for coordination of resources, decision-making, and cost-effective care within complex health systems.
8. Use information and healthcare technologies to manage and deliver safe, quality, and efficient healthcare.
9. Cultivate professionalism in the delivery of comprehensive, evidence-based care that embraces the diversity and uniqueness of others. Domain 9: Professionalism
10. Demonstrate leadership, innovation, and accountability to practice self-care and to foster lifelong professional development. Domain 10: Personal, Professional, and Leadership Development

## **PROFESSIONAL NURSING GUIDELINES**

The baccalaureate nursing program is developed, revised, and implemented in accordance with the particular values of the nursing faculty, the characteristics of North Dakota University's land grant traditions, the regulations of the North Dakota Board of Nursing, standards for professional nursing practice, and essentials of education for professional practice outlined by CCNE.

The outcomes of the baccalaureate program in nursing were derived from the mission, vision, and core values of the SON. Professional nursing standards and guidelines used in development of the curriculum and in formulation of school policies were *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021) (<https://www.aacnnursing.org/Education-Resources/AACN-Essentials>), *Quality and Safety Education in Nursing* (AACN, 2009) (<http://qsen.org/competencies/pre-licensure-ksas/>), *Core Competencies for Interprofessional Collaborative Practice* (Interprofessional Education Collaborative/ IPEC, 2016) ([IPEC Core Competencies \(ipeccollaborative.org\)](http://www.ipeds.org/)) and National Academy of Medicine's *The Future of Nursing 2020-2030* report. The curriculum follows state requirements of the North Dakota Board of Nursing. The curriculum is continuously reviewed to align with changes in nursing practice, as well as revisions made to professional nursing standards and guidelines.

## **American Association of Colleges of Nursing (AACN) Core Competencies for Entry-level Professional Nursing Education:**

Domains, competencies, and concepts provide a platform for curriculum design, program assessment, and expected outcomes for graduates (aacnursing.org/Portals/0/PDFs/Publications/Essentilas02021.pdf).

### **Domain 1 - Knowledge of Nursing Practice**

- 1.1 Demonstrate an understanding of the discipline of nursing's distinctive perspective and where shared perspectives exist with other disciplines
- 1.2 Apply theory and research-based knowledge from nursing, the arts, humanities, and other sciences.
- 1.3 Demonstrate clinical judgment founded on a broad knowledge base.

### **Domain 2 - Person Centered Care**

- 2.1 Engage with the individual in establishing a caring relationship.
- 2.2 Communicate effectively with individuals.
- 2.3 Integrate assessment skills in practice.
- 2.4 Diagnose actual or potential health problems and needs.
- 2.5 Develop a plan of care.
- 2.6 Demonstrate accountability for care delivery.
- 2.7 Evaluate outcomes of care.
- 2.8 Promote self-care management.

### **Domain 3 – Population Health**

- 3.1 Manage population health.
- 3.2 Engage in effective partnerships.
- 3.3 Consider the economic impact of the delivery of health care.
- 3.4 Advance equitable population health Policy.
- 3.5 Demonstrate advocacy strategies.
- 3.6 Advance preparedness to protect population health during disasters and public health emergencies.

### **Domain 4: Scholarship for the Nursing Discipline**

- 4.1 Advance the scholarship of nursing.
- 4.2 Integrate best evidence into nursing practice.
- 4.3 Promote the ethical conduct of scholarly activities.

### **Domain 5 – Quality and Safety**

- 5.1 Apply quality improvement principles in care delivery.
- 5.2 Contribute to a culture of patient safety.
- 5.3 Contribute to a culture of provider and work environment safety

### **Domain 6 – Interprofessional Partnerships**

- 6.1 Communicate in a manner that facilitates a partnership approach to quality care delivery.
- 6.2 Perform effectively in different team roles, using principles and values of team dynamics
- 6.3 Use knowledge of nursing and other professions to address healthcare needs.
- 6.4 Work with other professions to maintain a climate of mutual learning, respect, and shared values.

### **Domain 7: Systems-Based Practice**

- 7.1 Apply knowledge of systems to work effectively across the continuum of care.
- 7.2 Incorporate consideration of cost-effectiveness of care.
- 7.3 Optimize system effectiveness through the application of innovation and evidence-based practice.

AACN Core Competencies (continued)

**Domain 8: Informatics and Healthcare Technologies**

- 8.1 Describe the various information and communication technology tools used in the care of patients, communities and populations.
- 8.2 Use information and communication technology to gather data, create information, and generate knowledge.
- 8.3 Use information and communication technologies and informatics processes to deliver safe nursing care to diverse populations in a variety of settings.
- 8.4 Use information and communication technology to support documentation of care and communication among providers, patients, and all system levels.
- 8.5 Use information and communication technologies in accordance with ethical, legal, professional and regulatory standards, and workplace policies in the delivery of care.

**Domain 9: Professionalism**

- 9.1 Demonstrate an ethical comportment in one's practice reflective of nursing's mission to society.
- 9.2 Employ participatory approach to nursing care.
- 9.3 Demonstrate accountability to the individual, society, and the profession.
- 9.4 Comply with relevant laws, policies, and regulations.
- 9.5 Demonstrate the professional identity of nursing.
- 9.6 Integrate diversity, equity, and inclusion as core to one's professional identity.

**Domain 10: Personal, Professional, and Leadership Development**

- 10.1 Demonstrate a commitment to personal health and well-being.
- 10.2 Demonstrate a spirit of inquiry that fosters flexibility and professional maturity.
- 10.3 Develop capacity for leadership.

<sup>1</sup> American Association of Colleges of Nursing (2021). The Essentials: Core Competencies for Professional Nursing Education. Washington, DC: Author.

## **The American Nurses Association (ANA) Professional Nursing Standards**<sup>1</sup>

### **Standards of Practice**

#### **Standard 1. Assessment**

*The registered nurse collects comprehensive data pertinent to the healthcare consumer's health and/or the situation.*

#### **Standard 2. Diagnosis**

*The registered nurse analyzes the assessment data to determine the diagnoses or issues.*

#### **Standard 3. Outcomes Identification**

*The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation*

#### **Standard 4. Planning**

*The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.*

#### **Standard 5. Implementation**

*The registered nurse implements the identified plan, coordinates delivery of care and employs strategies to promote health and a safe environment*

#### **Standard 5A. Coordination of Care**

#### **Standard 5B. Health Teaching and Health Promotion**

#### **Standard 6. Evaluation**

*The registered nurse evaluates progress toward attainment of outcomes.*

### **Standards of Professional Performance**

#### **Standard 7. Ethics**

*The registered nurse practices ethically.*

#### **Standard 8. Advocacy**

#### **Standard 9. Respectful and Equitable Practice**

#### **Standard 10. Communication**

*The registered nurse communicates effectively in all areas of practice.*

#### **Standard 11. Collaboration**

*The registered nurse collaborates with healthcare consumer, family, and others in the conduct of nursing practice.*

#### **Standard 12. Leadership**

*The registered nurse demonstrates leadership in the professional practice setting and the profession.*

#### **Standard 13. Education**

#### **Standard 14. Scholarly Inquiry**

#### **Standard 15. Quality of Practice**

#### **Standard 16. Professional Practice Evaluation**

#### **Standard 17. Resource Stewardship**

#### **Standard 18. Environmental Health**

<sup>1</sup> American Nurses Association. (2021) Nursing: Scope & Standards of Practice. 4<sup>th</sup> ed. Washington, DC: Author

### **The ANA Code of Ethics for Nurses**<sup>1</sup>

The nurse practices with compassion and respect for the inherent dignity, worth and attributes of every person.

The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimum care.

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work settings and conditions of employment that are conducive to safe, quality health care.

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health Policy.

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

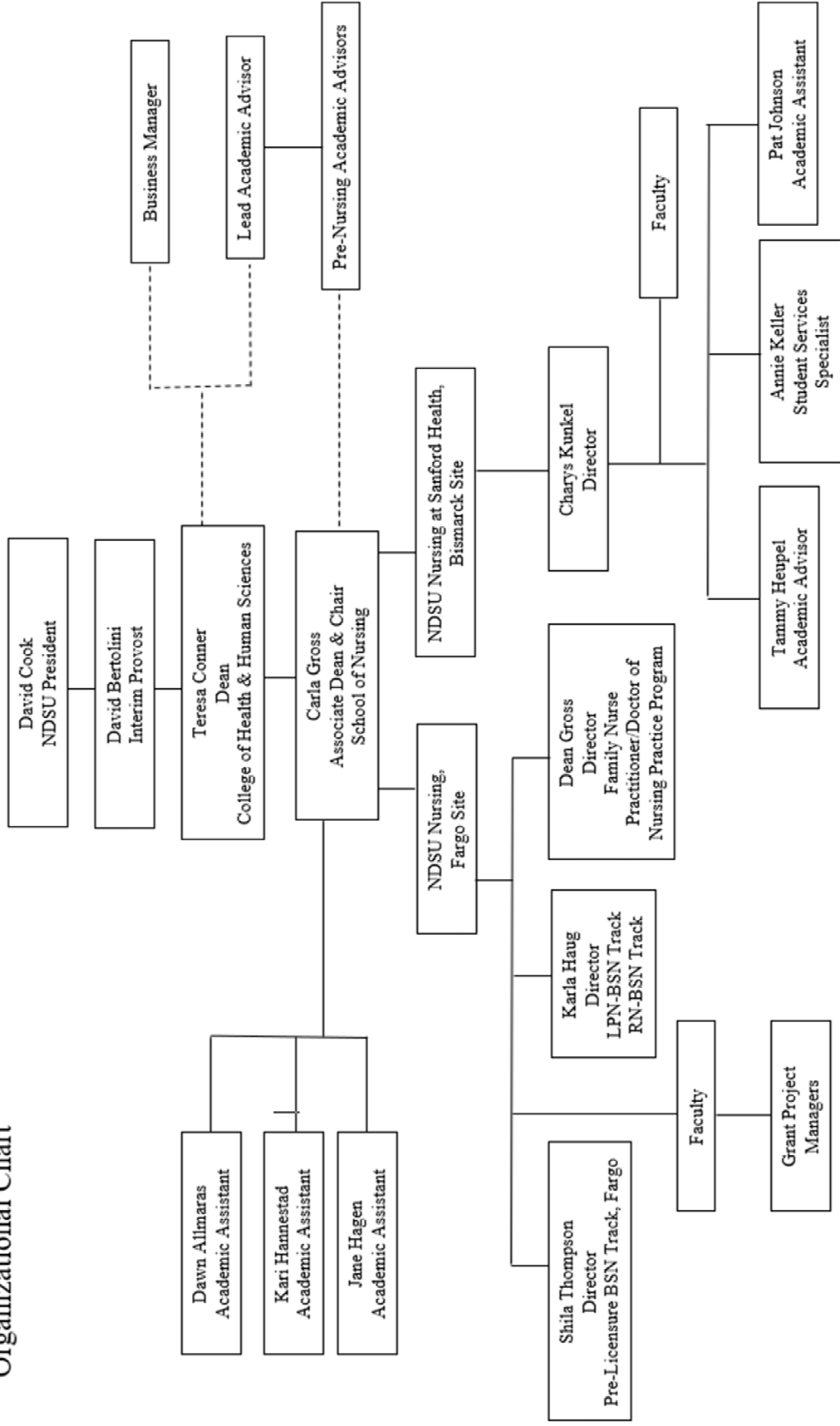
The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social Policy.

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<sup>1</sup> American Nurses Association, 2021



North Dakota State University  
 School of Nursing (SON)  
 Organizational Chart



## ADMISSION REQUIREMENTS AND PROCEDURES

### Pre-Licensure Applicants

The traditional nursing program is a four-year, and the accelerated (post-baccalaureate) program is a 14 consecutive-month course of study. Both pre-licensure tracks lead to a baccalaureate degree with a major in nursing (B.S.N.). A total of 120 credits is needed for the baccalaureate degree. All credits from accredited colleges and universities are accepted as transfer credits. Included in the 120 credits must be a minimum of 36 credits from NDSU (including the last 30 credits for the degree), a minimum of 60 credits from the four-year institution(s), and a minimum of 37 upper-division credits (including at least 15 from NDSU). Upon successful completion of the program, the graduate will be eligible to apply to take the national examination for licensure as a registered nurse (R.N.).

Applicants should note that admission to the University does not grant admission to the professional nursing major. All students must apply and be accepted to the major before they may begin the sequence of professional nursing courses.

**ADMISSION TO THE TRADITIONAL PRE-LICENSURE BSN PROFESSIONAL PROGRAM** (refer to SON Policy 2.40)

The Admissions and Academic Progression Committee evaluates applicants for admission to the prelicensure professional nursing program and determines which applicants will be accepted for enrollment in the program. To ensure that all applicants are treated fairly and equally, the SON has written the following guidelines for the admission process to the pre-licensure nursing program:

### **Eligibility to Apply**

1. The traditional Nursing Program online application will be available in mid-March (for fall admission) and mid-August (for spring admission). **The student is responsible for seeing that ALL application materials are submitted.** Applications with materials missing will not be considered for admission. Application materials must be submitted to the School of Nursing by the application deadlines below:
  - Fargo site: April 20<sup>th</sup> for both fall and spring program start
  - Bismarck site: April 20<sup>th</sup> for fall admission and October 20<sup>th</sup> for spring admission
2. Students must complete a Criminal Background Check (refer to SON Policy 1.62)
  - a. Fee paid by the applicant via the school-designated vendor.
3. The National Council of State Boards of Nursing (NCSBN) recommends the inclusion of English proficiency as a criterion for applicants to help ensure the applicant's ability to sufficiently use and comprehend spoken and written English for entry into practice. Based on this, proficiency in English is required for NDSU Nursing for academic success in nursing as well as for patient safety. All applicants for whom English is not their native language (including international and/or U.S. residents) or who have not attended 4 years of US high school (HS) and achieved a HS minimum GPA of 3.0 must meet the proficiency requirements outlined below to be admitted into the School of Nursing at NDSU. These requirements must be met prior to being fully considered for admission (refer to SON English Proficiency Requirements for Pre-licensure BSN Professional Program Policy 2.42). The Admission and Academic Progression Committee will evaluate English proficiency based on the following criteria:
  - a. A prior college degree from an institution in which English was the language of instruction **and/or**
  - b. College Composition I and College Composition II, or equivalent courses completed with a grade of "A" or "B" from a regionally accredited U.S. postsecondary college and/or university **and/or**
  - c. The test of English as a Foreign Language (TOEFL) with a minimum internet-based test (iBT) **cumulative score of 86. Additionally, combined AND Minimum Individual Scores of 26 in Speaking, 20 in Reading, 20 in Listening, and 20 in Writing.**
  - d. A Michigan English Language Assessment Battery (MELAB) **score of 80 or greater** and a **Writing score of 85 or greater** may be used in lieu of the TOEFL exam.

## Admission Requirements and Procedures (continued)

4. A minimum cumulative GPA of 2.75 is required for application to the pre-licensure nursing program and to begin nursing coursework. Students are encouraged to consult with their nursing faculty advisor for electives that may enhance their program of study and meet graduation requirements.
5. **The following courses must be completed prior to applying to the professional nursing major.** (Pre-requisite courses must be completed by the end of spring semester for students applying April 20<sup>th</sup>. For applications in the fall, all pre-requisite courses must be completed or in progress at the time of application on September 20<sup>th</sup>). The selected GPA, which is calculated using the pre-requisite courses below, contributes to the admission decision A grade of “C” or greater must be earned in each of these courses. *Actual grades for prerequisite courses of admitted students are generally higher.*
  - English 120 – College Composition II – 3 credits
  - Communication 110 – Fundamentals of Public Speaking – 3 credits
  - Psychology 111 – Intro to Psychology – 3 credits
  - Sociology 110 - Introduction to Sociology – 3 credits OR Anthropology 111 - Introduction to Anthropology – 3 credits

**Completion of a minimum of 11 credits (of the 19 credits required) in the science category is required.** Applicants with fewer than 11 science credits (but more than 8) will be evaluated on an individual basis.

- Chemistry 117 and 117L – Chemical Concepts and Applications and Lab – 4 credits (Equivalent courses are CHEM 115 and 115L – Introductory Chemistry and Lab – 5 credits)
- Biochemistry 260 – Elements of Biochemistry – 4 credits (An equivalent course is CHEM 116 – Introduction to Organic and Biochemistry– 4 credits)
- Microbiology 202 and 202L – Intro to Microbiology and Lab – 3 credits
- Biology 220 and 220L – Human Anatomy and Physiology I and Lab – 4 credits
- Biology 221 and 221L – Human Anatomy and Physiology II and Lab – 4 credits

All courses listed above, plus Developmental Psychology and Nutrition Science, must be completed at a “C” or better prior to enrollment in NURS 300/341/342.

- ❖ No pre-nursing pre-requisite course in which a grade has been issued may be repeated more than once. The grade received during the student’s second attempt will be used in evaluation for admission.
- ❖ A course taken at another University and then retaken at NDSU is considered a repeated course. The grade received at NDSU will be used in evaluation for admission.
- ❖ Students who have repeated a course more than twice are required to submit a letter with the application explaining the rationale for the repeated courses and will then be evaluated on a case by case basis.
- ❖ A maximum of three pre-requisite courses can be repeated.
- ❖ Students who have repeated more than three courses are required to submit a letter with the application explaining the rationale for the repeated courses and will then be evaluated on a case by case basis.
- ❖ A course in which a grade was not received is not considered an attempt (e.g. Advance Placement Exams).

### **Traditional Pre-licensure Admission Procedures:**

Admission involves a holistic review process. The holistic review considers student’s life experiences, personal qualities, and attributes, as well as traditional measures such as:

- a. Cumulative GPA
- b. Current personal statement video
- c. Criminal background check
- d. Interview, if requested, by the Admissions Committee
- e. Admission test

## Admission Requirements and Procedures (continued)

- When the maximum student enrollment number is met, the remaining applicants who are most qualified are placed on a waiting list. If vacancies occur, individuals on the alternate list will be notified in order of rank on the waiting list. This list becomes void after the first class day. If an applicant was admitted and did not enroll, the applicant must reapply to be considered for future re-admission.
- Applicants will be notified by e-mail regarding their admission status by the end of June and the end of November.
- An admission deposit of \$100 will be required to secure a position in the program. Once the student begins the program, the deposit will be applied toward tuition.
- Students may apply to the pre-licensure BSN professional program a maximum of 2 calendar years which is defined as:
  - a. 2 application cycles in Fargo
  - b. 4 application cycles in Bismarck
- The Admission and Academic Committee reserves the right to request additional items.


### **Accelerated (Post-Baccalaureate) BSN Pre-licensure Program Track (Bismarck site):**

The Accelerated (Post-Baccalaureate) BSN Program degree is available through the NDSU School of Nursing at Sanford Health site in **Bismarck**, North Dakota. Students accepted into the Accelerated (Post-Baccalaureate) BSN program must have a non-nursing bachelor's degree or higher and meet the admission requirements for the School of Nursing. The accelerated pre-licensure program track online applications will be available year-round (for fall admission). It is recommended to apply by July 20 for Fall semester start. Applications will be reviewed on a case-by-case basis after this date. To be eligible for fall nursing program admission, the prerequisite courses must be completed by the end of the summer semester, before the start of the first semester.

### **ADMISSION TO THE ACCELERATED (POST-BACCALAUREATE) BSN PROGRAM (SON Policy 2.43)**

The Admissions and Academic Progression Committee evaluates applicants for admission to the Accelerated (Post-Baccalaureate) professional nursing program and determines which applicants will be accepted for enrollment in the program. To ensure that all applicants are treated fairly and equally, the School of Nursing follows guidelines for the admission process. to the Accelerated (Post-Baccalaureate) BSN program.

Students applying to the Accelerated BSN Program must:

1. Apply and be admitted to North Dakota State University (NDSU) or currently be an NDSU student.
2. Submit application capacity fee.
3. Have a baccalaureate or graduate degree in a non-nursing major from a U.S. regionally accredited College or University. The degree must be completed and verified via official transcript(s) prior to enrollment in the program.
4. Have a Cumulative GPA of 2.75 or greater.
5. Complete the Accelerated (Post-Baccalaureate) BSN application **form** (separate from the NDSU application). Detailed  **instructions** are provided with the online application.
6. Complete a Criminal Background Check (refer to SON Policy 1.62)
  - a. Fee paid by the applicant via the school-designated vendor.
7. Provide any additional items as requested.

### **Selected Prerequisite Courses for Admission**

Completion of the following prerequisite courses with a “C” or higher are considered for admission. Prerequisite course transfers are reviewed on a case-by-case basis. Courses deemed equivalent by the University may be considered upon review of transcripts.

- Human Anatomy and Physiology I and II lecture and lab

- Introduction to Chemistry lecture and lab or higher
- Introduction to Microbiology lecture and lab or higher
- Psychology or Sociology
- Developmental Psychology or Lifespan Development
- Nutrition

Students applying must complete the prerequisite courses by the first date of the academic session.

**Direct Admission to the Pre-licensure BSN Program Requirements for High School Seniors** (refer to SON Policy 2.41)

The School of Nursing Admissions and Academic Progression Committee evaluates applicants for direct admission to the prelicensure professional nursing program and determines which applicants will be accepted for enrollment in the program. Some applicants may be eligible for a fast-track option, beginning professional nursing coursework in the second semester of their first year at NDSU. To ensure all applicants are treated fairly and equally, the SON has written the following guidelines for the direct admission process to the pre-licensure nursing program:

**Selection Criteria:** Requirements to be considered for Direct Admission (DA) include:

1. Admission to the University:
  - a. For Bismarck site: Be admitted to an NDUS College or University as a first-time freshman following a Pre-Nursing/Associate of Science program track.
  - b. For Fargo site: Be admitted to NDSU as a first-time freshman pre-nursing major.
2. Complete the Direct Admission Nursing application
3. High School GPA of 3.5 or higher
  - a. High schools with no recorded GPA will be considered on a case-by-case basis

In addition to the requirements listed under Selection Criteria, consideration for DA – Fast Track include:

1. Earn entry for the Direct Admission Pre-Licensure BSN Professional Program (DA)
2. Minimum 3.75 cumulative GPA
3. Completion of at least 27 credits (pre-requisite courses as indicated)
4. Preference is given to students who completed NDSU Early Entry Pathway college-level courses
5. Each applicant will be considered on a case-by-case basis

The deadline for incoming freshmen to apply for the DA Pre-Licensure BSN Professional Program for the fall semester is December 15. Students will be notified by the School of Nursing of acceptance to the DA program by February 15. The deadline for applicants to accept an offer for admission is May 1.

**Progression Criteria**

DA applicants are provisionally admitted to the professional nursing major. Requirements to maintain direct admission standing and eligibility for full admission to the professional program include:

1. Enrolled in at least 12 credits each semester
2. Maintain a cumulative GPA of 3.5 or higher in all coursework in the first year fall and spring semesters
  - a. Applicants eligible for the DA-Fast Track must maintain a cumulative GPA of 3.75 or higher in all coursework during their first semester.
3. Earned a minimum grade of B or higher in all pre-requisite/core pre-nursing courses
  - a. English 120: College Composition II
  - b. Communication 110: Fundamentals of Public Speaking
  - c. Psychology 111: Intro to Psychology
  - d. Sociology 110: Intro to Sociology or Anthropology 111: Intro to Anthropology
4. Sciences completed from the list of required sciences (minimum of 8 credits):
  - a. Chem 117/L: Chemical Concepts and Applications and Lab OR Chem 115/L Introduction to Chemistry and Lab
  - b. Bioc 260: Elements of Biochemistry OR Chem 116: Introduction to Organic and Biochemistry
  - c. Micro 202/L: Intro to Microbiology and Lab
  - d. Biol 220/ L: Human Anatomy and Physiology I and Lab
  - e. Biol 221/L: Human Anatomy and Physiology II and Lab 4.

4. No withdrawals (after the no record drop date as posted by Registration and Records) or repeats will be allowed in any nursing pre-requisite coursework
5. Meet with academic adviser(s) 2 times per semester
6. Join and be an active member of Student Nurses' Association (SNA)
  - a. Fargo site: At the start of Freshman year, first semester
  - b. Bismarck site: At start of the professional nursing program

If a DA student (including DA-Fast Track) does not maintain eligibility for admission, they may apply via the standard application process. (refer to SON Policy 2.40)

## SCHOOL OF NURSING POLICIES

### SCHOOL OF NURSING STUDENT ACADEMIC AND CONDUCT STANDARDS POLICY 1.60

#### **Introduction**

The mission of the NDSU School of Nursing (SON) is to advance nursing knowledge and develop dynamic nurse leaders who improve the health of all people. Professionalism is one of the ten domains and ethical practice is one of the key concepts of the NDSU nursing curricula. Nurses 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.

The student conduct policy was developed to ensure nursing students understand and respect the principles of honesty and integrity, as applied to academic work. This policy is applicable to anyone enrolled as a student in the SON including those in the pre- professional, professional, and graduate programs. This policy also applies to any student taking a course for credit in the SON. Acceptance of this policy is required as a condition of admission to the SON.

#### **Academic Standards**

The SON strictly upholds NDSU Policy 335, Code of Academic Responsibility and Conduct (<https://www.ndsu.edu/fileadmin/policy/335.pdf>) related to academic misconduct. Any student who fails to meet or exceed the University standards may be placed on University probation or suspension. Refer to the current NDSU Catalog for university information on academic deficiencies (<https://catalog.ndsu.edu/academic-policies/undergraduate-policies/academic-standing/>).

The academic standards of the SON differ from those of the University. Students within the SON are expected to remain in good academic standing per the University's and SON's undergraduate and/or graduate policies. Any student who fails to meet or exceed these standards may be placed on academic alert/probation, continued alert/warning, academic suspension, or termination.

#### **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 SON in a positive, professional manner. Students participating in 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. Students are encouraged to contact the Associate Dean or Program Directors with any questions regarding academic or professional conduct standards.

#### **Academic Misconduct:**

Examples of academic misconduct include but are not limited to:

1. Cheating, includes but is not limited to, the following:
2. 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 SON requirements.
3. 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.
4. Stealing or otherwise improperly obtaining, unauthorized copies of an examination or assignment before or after its administration, and/or passing it onto other students.
5. Copying, in part or in whole, exams or assignments kept by the instructor and are handed out in class only for review purposes.
6. Knowingly submitting a paper, report, presentation, examination, or any altered or corrected class assignment, in part or in whole, for reevaluation or re-grading, without the instructor's permission.

7. 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.
8. Plagiarism: Submitting work, in part or in whole, not entirely in 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.
9. Fabrication: falsifying data in scientific/clinical research, papers, and reports.
10. 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.
11. Utilization of a false/misleading illness or family emergency to gain extension and/or exemption on assignments and tests.
12. Violation of any Institutional Review Board and/or University research processes.

**Professional Misconduct:**

Examples of professional misconduct include but are not limited to:

1. Violation of conduct described in course policies or articulated by the instructor in writing.
2. Violation of ANA Code of Ethics and/or ANA Professional Nursing Standards
3. Contributing to, or engaging in, any activity which disrupts or obstructs the teaching, research, or outreach programs of the SON, 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 SON.
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 SON, or while an active member of the SON's academic programs.
10. Unauthorized accessing or revealing of confidential information about faculty, staff, or students of the SON, College and University.
11. Violation of patient respect, privacy, and confidentiality in any practice/learning setting.
12. Theft, damaging, defacing, or unauthorized use of any property of the SON, 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 SON.
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.



## Academic and Standards Policy (continued)

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 Program Director within 7 days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the SON. Graduate students must also report to the SON Director of the graduate program.
2. The course instructor who suspects academic misconduct, or academic misconduct has been reported, 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, in writing; 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 d) inform the student of the judgment and/or penalty from the SON and University level, if any, and the student's right to appeal the penalty.
3. The course instructor will report academic misconduct violations to the appropriate Program Director within 7 days of the occurrence or discovery of the misconduct.

#### Professional Misconduct

1. Students are expected to self-report any Professional Misconduct behavior that violates the School of Nursing Student Academic and Conduct Standards Policy 1.60, and/or NDSU conduct code Policy 601( [601.pdf](#)) to the Dean of Students office and SON Associate Dean within 7 days of occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the SON.
2. If students need to self-report, they must complete and submit the NDSU College of Health and Human Science Self-reporting electronic form:  
[https://cm.maxient.com/reportingform.php?NorthDakotaStateUniv&layout\\_id=40](https://cm.maxient.com/reportingform.php?NorthDakotaStateUniv&layout_id=40)
  - a. After submitting the report, the Dean of Students office and College of Health and Human Sciences staff will receive the submitted information and contact the students to discuss determinants of responsibility and sanctions.
3. Faculty members are required to report unprofessional conduct within the classroom, lab, and or/ clinical setting. Similarly, other SON personnel are required to report professional misconduct issues as they arise and which directly affect their daily professional activities.
4. The faculty member/SON personnel will report professional misconduct violations to their appropriate Program Director within 7 days of the occurrence or discovery of the misconduct.
5. If a faculty member is aware that a student has violated the Conduct Policy outside of the classroom, lab, and/or clinical setting, they should remind the student of the policy and direct the student to self-report any professional misconduct violations using the NDSU College of Health and Human Science self-reporting electronic form 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 appropriate Program Director.

3. 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 SON. Hence, the SON Associate Dean and/or Bismarck site Director collaborate to administer and enforce professional misconduct issues.
2. The SON Associate Dean will work collaboratively with the appropriate Program Director (and where appropriate, individual instructors) to resolve professional misconduct issues.
3. A copy of the NDSU College of Health and Human Sciences student self-reporting form and NDSU College of Health and Human Sciences faculty reporting form will be stored in a secured filed location within the College of Health and Human Sciences Dean's office.

#### SON Related Sanctions

Additional academic and/or professional disciplinary sanctions for the SON may be assigned by the appropriate Program Director or Associate Dean depending upon the circumstances and nature of the misconduct.

The student will be notified in writing. 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 & Human Sciences does not prohibit the student from registering elsewhere in the University provided the academic standards of the alternate college of registration have been met or exceeded.)

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 professional conduct violations have the right to appeal. Student conduct appeals must follow the appeal procedure sequence and be in alignment with NDSU policy 335:

1. Appeals will be reviewed by the Director of Student Affairs and the College Academic Affairs Committee
2. 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 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).
3. The College Academic 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 those involved
  - c. Recall one or more witness
  - d. Return the case for reconsideration of the decision and/or sanctions
4. The College Academic Affairs Committee may uphold or lessen the original decision/sanction but not increase the sanctions/actions imposed.

5. 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.
6. The Registrar will be advised of the results of the appeal.

#### **Unresolved Appeals**

After the SON & 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. The Provost 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 and Human Sciences. In such cases, the College reserves the right to place a hold on a student's graduation until the case has been successfully resolved and the sanctions have been successfully fulfilled.

#### **Right to Terminate Enrollment**

The School of Nursing reserves the right to terminate the enrollment of any student at any time, if the student demonstrated they are unsuited for a professional career and its inherent responsibilities and obligations. Circumstances that may lead to student termination include, but are not limited to, violation of state or federal statutes or regulations.

**Signature page for the SON Student Academic and Conduct Standards Policy 1.60**

**Annual Pledge, FERPA Notification, and Signature**

I have read and understand the above policy. I agree to accept and abide by this Student Academic and Conduct Standards Policy of the School of Nursing. I understand that possible violations of this policy and sanctions imposed, as well as information used to substantiate violations (including, but not limited to, criminal background checks and drug screens), may be shared with SON clinical sites at which I may complete program-specific experiential requirements, licensing and/or certification boards relevant to my program of study, clinical sites at which I work for non-academic reasons (i.e., for pay or to volunteer), and other faculty, staff or administrators within the School of Nursing and North Dakota State University who have a legitimate interest in my education. I understand that I have the right to revoke the School of Nursing's ability to share this information at any time. Should I revoke the ability of the School of Nursing to share relevant information with the aforementioned parties, I also understand that I am immediately ineligible to complete a degree offered within the School of Nursing, and I voluntarily (and immediately) withdraw from my major or program of study. I understand that withdrawing from a major or program of study within the School of Nursing does not prevent me from pursuing another major at North Dakota State University. I am also aware of and assume responsibility for following other SON and College and policies as stated in my major or program of study's student handbook.

Please indicate your major:            Nursing – Pre-professional

          Nursing: Pre-Licensure Year 1 2 3

          Nursing: LPN – BSN 1 2

          Nursing: RN – BSN 1 2

          Nursing: Accelerated

          Nursing: DNP

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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I have read and understand the content in the current handbook for the Pre-Licensure BSN Program posted on the NDSU Nursing website for this academic year.

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## **SCHOOL OF NURSING SUBSTANCE MISUSE TESTING POLICY 1.61**

The NDSU School of Nursing (SON) is committed to ensuring safe, healthy learning environments, including both didactic and clinical learning environments, for all of its students. Substance use and impairment shall be defined as: 1) The use or possession of any drug in a manner prohibited by law or by applicable regulatory agencies; and 2) The use of alcohol or any legal drug or other substance in such a way that the user's judgement and/or performance is compromised and are prohibited under SON Policy 1.60: Student Conduct Policy and University Policy 155: Alcohol and other Drugs: Unlawful and unauthorized use by students and employees. All SON stakeholders (including its students, faculty, staff, clinical partners, and the patients and families we serve) benefit from establishing a testing policy process to ensure the safety and health of these learning environments, as well as to ensure an equitable due process for students who are alleged to partake in substance misuse.

### **Basis for Testing**

The SON reserves the right to require any student enrolled in one of its pre-professional or professional programs and/or enrolled in any course housed within the SON to undergo testing for substance misuse. All testing is coordinated and monitored through the Associate Dean and/or Bismarck site Director. All testing required by the Associate Dean and/or Bismarck site Director must be direct observation, 10 panel (or higher) tests, and must be conducted at a WADA-accredited or SAMHSA-certified laboratory. Students must provide medical documentation of prescribed medication, which may produce a positive result. All testing required by clinical affiliates for experiential education placement must meet the requirements of the clinical affiliate.

Per SON Policy 1.70: Student File Contents, all test results shall be maintained in a secure location accessible to the Associate Dean and/or Bismarck site Director and the academic program in which the student is enrolled, and may be included in the Student's Personal File. The default method of analysis will be urinalysis, although the Associate Dean and/or Bismarck site Director reserves the right to require alternative methods of analysis (for example, blood analysis or hair analysis) where appropriate. Alternative methods (if required) will be disclosed in writing when notifying the student about the need to be tested.

### **Nonrandom Testing**

Nonrandom testing for substance misuse may occur as a requirement for entry into clinical sites (per site policies or program-specific clinical education policies), or to fulfill the requirements of sanctions imposed under SON Policy 1.60: Student Conduct Policy. Reasonable Suspicion Testing Incidents or events involving suspected substance misuse by students shall be reported to the Associate Dean and/or Bismarck site Program Director using the Reasonable Suspicion Reporting Form. Reasonable suspicion shall be determined using objective evidence (photos, legal documents, or other documentation), reports made by credible sources (law enforcement, clinical site staff, NDSU faculty and staff, etc.), or a combination of these sources. Because it is a violation of University Policy 155 and SON Policy 1.60 to misuse alcohol or prescription medications, or to use illicit drugs, and testing may exonerate the student of an alleged policy violation should the allegation be made falsely, the Associate Dean and/or Bismarck site Director may exercise discretion in determining what evidence is of sufficient credibility to require testing. A descriptive summary of the evidence will be provided to the student at the time the student is informed of the need to submit to testing.

### **Random Testing**

The SON may implement a random substance misuse testing program. Should a random substance misuse testing program be implemented, the parameters of the program must be made freely available on the SON's website, and students must be provided notice of the policy at least 6 months prior to its implementation. No more than 5 percent of the active SON student body may be randomly selected for testing in any academic semester. No student will be randomly identified for testing more than once in a single academic year. The random selection of students will be implemented using a computer-generated random number generating process, with interval (or other non-weighted) sampling. A summary of that selection process shall be provided to the Dean of the College of Health and Human Sciences on an annual basis.

### **Testing Process for Associate Dean and/or Bismarck site Director Required Testing**

Students who are required to undergo testing will be notified in writing via NDSU email. Upon receiving a request for testing, students are responsible for providing a 10 (or larger) panel, direct observation, drug screen from a reputable, appropriated licensed vendor within 12 business hours of the date and time of the request. The student identified for testing is solely responsible for obtaining his/her own appointment for testing, his/her transportation to the appointment, and paying the costs of these tests. An original copy of the test results must be delivered to the Associate Dean and/or Bismarck site Director at the end of the 12-business hour window. Test results that show evidence of a diluted sample will not be accepted, and will not result in additional time in which to submit test results.

### **Testing Process for Clinical Affiliate Required Pre-Placement Testing**

Students who are required to undergo pre-placement testing will be notified of the clinical affiliate requirement as part of the department clinical experience onboarding process. Upon receiving a request for testing, students are responsible for providing a direct observation drug screen from a reputable, appropriately licensed vendor that meets the clinical affiliate's testing requirements provided to the student.

Students may use vendors designated by the clinical affiliate. The student is solely responsible for obtaining their own appointment for testing, transportation to the appointment, and paying the cost of these tests. An original copy of the test results must be delivered to either the department employee completing the clinical affiliate onboarding process for transmittal to the clinical affiliate or to the clinical affiliate as outlined with the request for testing. The Associate Dean and/or Bismarck site Director will retain the ability to access, monitor, and audit clinical affiliate pre-placement testing results delivered to the department employee. In the event of a drug screen with a positive or abnormal (e.g., negative-dilute) result, students are required to proactively self-report the positive or abnormal drug screen to the Associate Dean and/or Bismarck site Director. The Associate Dean and/or Bismarck site Director will be notified if a positive or abnormal drug screen is received by a department representative for clinical experience onboarding and/or a clinical affiliate cancels a student practice experience due to a positive drug screen. In the event that a test required by a clinical site produces abnormal results (e.g., diluted sample, etc.) or a student screens positively for a potentially improper substance, the Associate Dean and/or Bismarck site Director may require additional tests beyond those required by the clinical affiliates. In such cases, the Associate Dean and/or Bismarck site Director has the discretion to determine whether the additional tests meet the clinical affiliate's requirements, the SON's requirements, or both.

### **Ramifications for Positive Test Results or Failure to Test in a Timely Manner**

Students whose test results are positive are subject to sanctions outlined in SON Policy 1.60: Student Conduct Policy. Once sanctions are assigned, a student's rights of due process are also outlined in SON Policy 1.60: Student Conduct Policy.

Students who fail to submit an original copy of their test results within the 12-business hour window face additional sanctions under SON Policy 1.60: Student Conduct Policy. More specifically, students who fail to provide the required test results within the 12-business hour window will be sanctioned under the presumption that the test results for the substance misuse in question are positive.

### **Testing Alternatives**

Students whose religious, cultural, or other practices prohibit them from undergoing a specific type of drug test may request that the Associate Dean and/or Bismarck site Director and/or clinical affiliate require an alternative test, so long as the alternative test is of equal or greater accuracy and precision than the original test required by the Associate Dean and/or Bismarck site Director and/or clinical affiliate. All parameters identified previously apply to the alternative test.

### **SCHOOL OF NURSING CRIMINAL BACKGROUND CHECKS POLICY 1.62**

The School of Nursing (SON) 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 and Human Sciences and/or SON determine represent a safety risk to NDSU, the College, or the SON, 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 may deny licensure to an individual with a criminal background. All students will be required to complete a criminal background check as determined by the SON and/or specified by the clinical agency. 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 completing professional program application(s).

### **SCHOOL OF NURSING HEALTH INSURANCE POLICY 1.63**

Upon admission to the professional program students in the School of Nursing (SON) are required to have health insurance coverage in case they require health care or hospitalization while they are enrolled.

The SON does not provide coverage for students while they are in clinical experiences, and students are not covered by the agency's workers' compensation.

Insurance company and policy number will be provided by the student to the SON before any experience in the clinical areas. Insurance may be obtained through the University or a company selected by the applicant.

### **SCHOOL OF NURSING STUDENT FILE CONTENTS POLICY 1.70**

The Family Educational Rights Protection Act (FERPA) and North Dakota open records laws guarantee students the right to examine their academic files as long as the guidelines and protocols outlined in the Act and the School of Nursing (SON) Policy Manual (hereafter, simply referred to as the "Manual") are followed appropriately. The purpose of this policy is three-fold. First it defines the contents that can be included in a student's academic file. All other information germane to student records (including, but not limited to an advisor, faculty member or administrator's personal notes regarding personal interactions with the student) that is not included in a student's academic file must be contained in a separate file (hereafter denoted as a "personal file"). Second, it identifies the individuals with discretionary power to peruse and disseminate information contained in a student's personal file. Third, it defines the means (not already identified explicitly under FERPA) by which a student can gain access to the information contained within his/her academic file.

#### **Student Academic File Policy**

All students who are currently registered in a pre-professional, professional and/or graduate program will have an academic file created and maintained within the SON. The file will potentially (depending on whether the documentation is collected and deemed necessary by a program) contain the following information:

- A student's complete set of admission actions, including (but not limited to) any completed application forms held in the SON, letters of admission and student background checks conducted as a part of the admission process(es);
- Original, signed copies of the SON' Student Conduct Policy Form;
- Official documentation regarding academic and/or professional misconduct, including the nature of the misconduct, official evidence to substantiate the misconduct (i.e., police and other official citation reports), the sanctions assessed and documentation substantiating whether (and if so, to what extent) the student satisfied the remediation outlined in the sanctions;
- A student's complete academic transcript, including transcripts from NDSU, transfer universities and (if applicable) high school;

- Any advising records, notes and worksheets detailing the student's academic progress that are recorded on advising worksheets formally adopted by an academic program, or the SON as a whole;
- Formal evaluations (written or otherwise) of a student's clinical, and/or cooperative education activities;
- If applicable, all formal reports and/or results of a preliminary and/or final examinations for the granting of an academic degree housed within the SON;
- Any and all official interaction between the student and the appropriate licensing board that directly relates to the student's academic and professional progress, including (but not limited to) formal applications for licensure, both intern and otherwise and current licensure(s) on file;
- Official documentation relating to scholarships, employment and/or other financial assistance directly relating to academic progress;
- If applicable, official documentation verifying that the student has met all Federal, University, SON and (where available and necessary) hospital-specific requirements (including NDSU Hiring Form 100/102 and successful completion of NDSU's safety and sexual harassment training) to lawfully accept employment.

### **Student Personal File Policy**

All other information directly or indirectly relating to a student's academic and professional progress that is not included in the student's academic file shall be contained in the personal file. This file shall remain distinct and separate from the student's academic file in both its creation and maintenance. The appropriate SON faculty and/or administrators creating and maintaining the file may exercise complete discretion in determining whether (and if so, how much) to disclose the contents of the personal file to a student and/or their legal representative(s).

### **Student Personal and Academic File Procedures**

All files are property of the SON. All files will be housed in a secure area, preferably a locked file cabinet and/or secured electronic database. Faculty may have access to files where appropriate and necessary. However, faculty who request such files must check them out and return them within 24 hours. Faculty members who fail to conform to the aforementioned procedures are subject to the faculty misconduct sanctions outlined in the University policy.

Students do not have unsupervised and unlimited access to their academic (or, if allowed, personal) file. Instead, students may obtain access to their information via the following procedures:

1. Make a formal request through an official University medium (i.e., through the postal service or via NDSU email) to the Associate Dean and/or Bismarck site Director to view the information in her/his academic file. Within that request, the student must proactively acknowledge that failure on his/her part to follow these established procedures and/or act in a professional manner during the requested meeting will result in a violation of the Student Conduct Policy.
2. Work with the Associate Dean and/or Bismarck site Director and/or their designee maintaining the file to arrange a mutually agreeable time to view the content of the file.
3. At the time the meeting is finalized, the appropriate Associate Dean and/or Bismarck site Director (or their designee) will also inform the student about whether (and, if so, how much) information from the student's personal file will be available at the meeting. If the student does not raise the issue, the Associate Dean and/or Bismarck site Director is not obligated to proactively inform the student about the presence of a personal file.
4. At the time of the meeting, the student shall be supervised by the Associate Dean and/or Bismarck site Director, faculty or staff member at all times, and the file is not to leave the physical location where the appointment takes place.
5. At the time of the appointment, the student may request a photocopy of any information contained in her/his academic file. The student is allowed to retain these copies permanently for their own use. However, the Associate Dean and/or Bismarck site Director is solely responsible for making those copies to ensure the integrity of the file in question. The student will be billed ten cents per reproduced page, and payment will be made in cash at the time of the appointment.
6. The student is not allowed to take notes or otherwise make unauthorized and/or subjective reproductions of the information contained in his/her academic file.



### **SCHOOL OF NURSING BASIC CARDIO-PULMONARY RESUSCITATION (CPR) POLICY 3.40**

Nursing students must maintain certification for basic cardio-pulmonary resuscitation from the time clinical experiences begin in the pre-licensure BSN program and from the time of admission to the LPN-BSN and RN-BSN Program through graduation.

CPR Certification must include: Adult – 2 person, child, and infant for the Health Care provider.

Basic Life Support (BLS) for Healthcare Providers from the American Red Cross or the American Heart Association meets this requirement. Each student is responsible for securing certification and for submitting verification of certification to the program.

### **SCHOOL OF NURSING UNDERGRADUATE GRADING SYSTEM POLICY 3.43**

To prepare students for success in the nursing course and NCLEX and to be consistent in grading for all professional nursing courses, a standardized grading scale is used in the School of Nursing.

The following grading scale is used for theory and clinical components in the undergraduate nursing curriculum:

A = 92 – 100%

B = 84 – 91%

C = 75 – 83%

D = 67 – 74%

F = 66% or less

In all courses, a student is required to achieve an average of 75% or higher on course exams and quizzes. Courses may be exempt from this standard if exams/quiz points are less than or equal to 25% of the total course points. In all courses, students are required to achieve a cumulative course score of 75% or higher to pass the course. In the event that a student does not achieve an average of 75% or higher on course exams and quizzes, the average score on exams and quizzes will determine the grade assigned in the course.

### **SCHOOL OF NURSING COURSE GRADE REQUIREMENTS: UNDERGRADUATE PROGRAM POLICY 3.44**

In order to prepare students for success in the professional nursing program and the NCLEX examination, a minimum grade is required in all nursing courses. The Policy includes:

1. A required nursing course must receive a grade and not be on a pass/fail basis.
2. Undergraduate students must achieve a minimum grade of C in each of the nursing courses required in the major.
3. A grade of D or less is unacceptable, and the course must be repeated. The course may be repeated only once if the student wishes to progress in the program. For approval to repeat the course, refer to the Readmission to Progression in the Undergraduate Program - Policy 3.46.
4. A student who withdraws (W) from a nursing course must reapply for readmission (refer to Policy 3.46).

The procedure for enforcing the minimum nursing course grade is:

1. Course coordinators/instructors will notify the Chair(s) of the Nursing Admission and Progression Committee and the Director(s) of the student's grade of D or less prior to or at the time the grades are due.
2. The Director(s) will notify the student of Policy 3.46, Readmission to Progression in the Undergraduate Program and direct the student to the Admissions & Academic Progression Readmission Request form.

### **SCHOOL OF NURSING GRADE APPEAL IN THE NURSING PROGRAMS POLICY 3.45**

The undergraduate or graduate nursing student who wishes to appeal a grade must follow the University Grade Appeals Policy (section 337).

## **SCHOOL OF NURSING READMISSION TO PROGRESS IN THE UNDERGRADUATE PROGRAM POLICY 3.46**

A student who has failed a nursing course or has withdrawn from the program will need to seek readmission prior to progressing in the Professional Nursing Program. A student who has failed a nursing course or withdrawn from the program and wishes to be readmitted must submit the attached readmission request to the Nursing Admissions and Academic Progression Committee. Knowing that students withdraw for various reasons, each request for readmission will be considered on an individual basis with consideration given to prior academic and clinical performance and/or professional conduct. Enrollment in undergraduate nursing courses is limited by availability of clinical sites and other resources. Students who do not progress as anticipated with their admission cohort must obtain approval to enroll in needed courses on a space available basis.

### **Procedure:**

1. The Program Director will notify the student and the student's advisor of the inability of the student to progress in the professional nursing program.
2. The student must submit the readmission request (see attached) within three (3) business days after the last day of finals week.
3. The student's advisor and the course faculty are notified by the Admission and Academic Progression Co-Chair/ Program Director of the pending readmission request and may provide input.
4. The Admission and Academic Progression Committee members on the enrolled site will meet to review each student's request individually.
5. The Admission and Academic Progression Committee will forward their decision to the Bismarck Program Director and/or Associate Dean for the final decision regarding the student's request.
6. The student will be notified in writing by the SON Program Director and/or Associate Dean depending on the decision.
  - a. If the decision is to dismiss the student from the program, the letter will include support offered for career counseling and continuance of education at NDSU.
  - b. If an improvement plan or conditions for continuance are required, the letter will include notification that a meeting is necessary to establish a plan for student success.
    - i. The Program Director will coordinate a meeting with the student, advisor, and/or course faculty.
    - ii. The plan or conditions of continuance established at the meeting will focus on the student's success or conditions for continuance. Time limits may be necessary and may be related to one class or the remainder of time in the program.
    - iii. Documentation of the plan or conditions of continuance established at the meeting will be provided to the student, advisor, and involved faculty. A copy of the document will be signed and placed in the student's file.
7. If the student repeats a course which requires the student to fall back a cohort or to go part-time for a period, a plan of nursing courses each semester should be provided to the advisor.
  - a. Academic Assistant, Registration and Records Liaison, ATI, and course faculty will be notified of changes in the student cohort and degree progression by the Admission and Academic Progression Co-Chair and/or Program Director.

### **SCHOOL OF NURSING PROFESSIONAL APPEARANCE POLICY 3.48 (updated October 2024)**

Professional appearance instills confidence in others, sends a clear message that the nursing profession is credible and reflects self-confidence and good health. Students are required to follow facilities' policies regarding appearance and dress. The course instructor is responsible for sharing the appearance and dress expectations with clinical instructors and students during clinical orientation.

The following are minimal expectations for professional appearance for a School of Nursing (SON) student:

The NDSU pre-licensure student nurse uniform consists of:

- A green (Bismarck) white (Fargo) uniform top with NDSU Nursing embroidery and green uniform pants. Uniforms must be purchased from White Banner (Fargo) and Uniform Center (Bismarck). The student may wear a white long- or short-sleeved top under the scrub top. No visible writing is allowed on undershirt. (RN to BSN students will comply with the dress code of the individual agency involved in the clinical experience.
  - Shoes must be clean, closed-toed, closed-back, and supportive. Neutral color with white soles.
  - The approved personal identification name badge.
  - Laboratory coat. (LPN & RN to BSN students may not need a lab coat, dependent on agency guidelines)
  - Pant length should be  $\frac{3}{4}$  to 1 inch from the floor to avoid hem dragging on the floor. Socks or stockings should not be visible.
- Fingernails will be clean and trimmed to no more than  $\frac{1}{4}$  inch past the tip of the finger. Nail polish must be without cracks or chips. Artificial nails are not permitted.
  - Jewelry may consist of small stud earrings in lab and clinical settings. Dangling or hoop earrings, necklaces, and bracelets are prohibited as they present a safety hazard.
  - Visible body and facial jewelry (e.g. nose, brow, lip, tongue rings, permanent bracelets, rings (including wedding & engagement rings), dermal piercings) should be removed in lab and clinical settings for safety and infection control. Flesh colored or clear piercing plugs may be utilized. These plugs must be clean and flat to the surface of the body. Gauges (larger disc-like earrings in the earlobe area) are not permitted.
  - Strong odors including, but not limited to, perfumes, colognes, aftershaves, or cigarette smoke are not permitted (this includes strongly scented lotions).
  - Tattoos may need to be covered per facility Policy.
  - Gum chewing is not appropriate in the clinical site, the classroom, or other places in which one is in a nursing role.
  - This policy may be adjusted based on clinical site-see course syllabus.

### **SCHOOL OF NURSING DISMISSAL FROM THE NURSING PROGRAM POLICY 3.50**

- A student may be dismissed from the nursing program for failure to meet academic requirements (see Policy 3.44) or for egregious behavior incongruent with behavior expected of a professional nurse.
- The egregious behavior may be a significant incident or a series of incidents which constitute a pattern of behavior indicative of noncompliance with norms of professional nursing. Examples of egregious behavior include, but are not limited to: all forms of academic cheating, alcohol and other drug abuse, and violation of the Code of Ethics for Professional Nurses.
- Following a recommendation by faculty for dismissal of a student, the Associate Dean or Bismarck site Program Director will notify the student and the College of Health and Human Sciences Admissions and Progression Committee of the dismissal from the nursing program. The College of Health and Human Sciences Academic Performance and Progression Committee will act regarding the student's status in the College. The student has the right to utilize the University's process to appeal decisions regarding dismissal.

## **SCHOOL OF NURSING STUDENT COMPLAINT PROCEDURES POLICY 3.53**

The NDSU SON 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. 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.

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 SON Associate Dean.

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

### **Student Complaints Regarding Grades**

#### **University Grade Appeal Policy**

NDSU has an established Policy regarding complaints about grading, otherwise known as "grade appeals". The full grade appeal Policy (section 337), which includes hearing procedures, is available at [www.ndsu.edu/fileadmin/policy/337.pdf](http://www.ndsu.edu/fileadmin/policy/337.pdf)

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

Pre-professional and professional nursing 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. The non-grade complaints are handled through the Office of the Associate Dean or Office of the Director at the Bismarck site. Records of non-grade complaints are also housed in the Office of the Associate Dean or Office of the Director at the Bismarck site.

1. The student will file a formal written complaint (delivered through the postal service or NDSU email) to the Associate Dean's Office on the Fargo site or the Office of the Program Director at the Bismarck site.
2. The written complaint must include a description of the issue, Policy, or procedure in question. It must also summarize the complainant's argument (including the grounds for the appeal or complaint) and provide a reasonable amount of evidence supporting the claim.
3. Within two business days of receipt of the complaint, the Associate Dean or Bismarck site Program Director will set up a meeting with the complainant and develop a timeline for investigation and response to the complaint.
4. Once the investigation and decision has been made, the Associate Dean or Bismarck site Program Director shall prepare and submit a formal, written reply to the student. The reply will be sent through official NDSU delivery methods (i.e., the postal service, campus mail and/or the NDSU email system).
5. Decisions that demonstrate arbitrary and capricious treatment, or that are fundamentally inappropriate in the eyes of the complainant may be appealed to the Dean of NDSU College of Health and Human Sciences. 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 acted in an arbitrary, capricious or otherwise inappropriate manner.
6. If unsatisfactory resolution occurs after the appeal to the Dean, a final appeal may be made to the Provost and Director of Student Affairs. Once again, the student(s) must file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Provost, rather than the Dean, and would provide evidence substantiating the claim of unfair treatment at prior procedural levels.

## **SCHOOL OF NURSING BSN PORTFOLIO POLICY 3.54**

The Nursing Student Achievement Portfolio is a collection of student work demonstrating academic and professional development. The portfolio is a tool for documenting continuous progress toward program outcomes. The portfolio is used for both enhancement of student learning and demonstration of the Nursing program effectiveness. Students are required to maintain their portfolios with evidence of academic, nursing practice, volunteer, and community experiences. The collected work creates an evidential history of the student's learning progress and development as a professional. This is a requirement for progression.

**RISK AWARENESS STATEMENT**

“I understand that the healthcare career I have chosen comes with certain risks that could expose me to potential hazards to my health as a result of working in a healthcare workforce environment including but not limited to hazardous substances, dangerous equipment and supplies, mentally and physically ill patients, and possible exposure to blood and body fluids which may result in exposure to and/or contraction of an infectious disease. I fully understand these risks and accept them as a condition of being a student enrolled in a healthcare field like the BSN Nursing program. I understand that any medical expenses incurred as a result of the clinical education portion of the BSN program especially in the healthcare workforce environment, are my responsibility. I also understand that it is my personal responsibility to practice good accident and injury prevention measures to reduce my risk of injury or illness including following all prevention and safety guidelines recommended by the College, the healthcare facility, and the Center for Disease Control.”

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NAME: Please Print

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Student Signature

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Date

## **Program Operational Guidelines and Policies**

### **GENERAL**

1. **Access and accommodations:** The NDSU Center for Accessibility and Disability Resources (CADR) assists students with gaining equal access to services, classes, and events. Students are responsible for contacting the Center for Accessibility and Disability Resources (<https://www.ndsu.edu/disabilityservices/>).
2. **Insurance:**
  - Health Insurance: (refer to SON Policy 1.63)
  - Students have professional liability insurance through a group Policy provided by the University. Students are covered by this insurance when they are enrolled at NDSU. (Coverage does not extend to activities outside the scope of the student role, e.g., doing a procedure not approved by the instructor, providing care as an employee of an institution or individual, internships that are not co-op or independent study experiences, completing clinical requirements of a course after the end of the course.)
3. **Undergraduate Grading System and Course Grade Requirements:** (refer to SON Policy 3.43 and 3.44).
  - The following grading scale is used for theory and clinical components in the undergraduate nursing curriculum:
    - A = 92 – 100%
    - B = 84 – 91%
    - C = 75 – 83%
    - D = 67 – 74%
    - F = 66% or less
  - In all courses, a student is required to achieve an average of 75% or higher on course exams and quizzes. Courses may be exempt from this standard if exams/quiz points are less than or equal to 25% of the total course points. In all courses, students are required to achieve a cumulative course score of 75% or higher to pass the course. In the event that a student does not achieve an average of 75% or higher on course exams and quizzes, the average score on exams and quizzes will determine the grade assigned in the course.
  - Undergraduate students must achieve a minimum grade of C in each of the nursing courses required in the major.
  - A student who withdraws (W) from a nursing course must reapply for readmission (refer to Readmission to Progression in the Undergraduate Program - Policy 3.46).
4. **Assessment and Evaluation of the Nursing Program:** Assessment and evaluation methods are implemented throughout the program for continuous quality improvement. Students are asked to sign a form providing their permission to use coursework for assessment and evaluation purposes.
5. **General course, lab, and clinical requirements:** Attendance at class is expected.
  - ❖ Attendance at laboratory and clinical is required.
  - ❖ Students must come well-prepared to care for their assigned clients and demonstrate safe nursing practice.
  - ❖ Any absence from class, laboratory or clinical must receive prior approval from the instructor.
  - ❖ Students will notify the instructor and the clinical unit if she/he will be absent prior to the beginning of the clinical experience.
  - APA format will be required on all coursework. Please use the guidelines provided to students in their first nursing semester and use Owl Purdue for anything not in the guidelines: <https://owl.english.purdue.edu/owl/section/2/10/>.
  - Students are required to create a portfolio displaying coursework demonstrating academic and professional development (refer to SON BSN Student Portfolio Submission Policy 3.54).

## Program Operational Guidelines and Policies (continued)

- To enhance student success in the nursing program, ATI resources are incorporated throughout the curriculum to provide assessment activities, opportunities to learn and practice test-taking skills, and augmentation to course content. ATI provides tools for student success in the nursing program, as well as on the NCLEX. Each student is required to purchase ATI the first three semesters in the nursing program. A NCLEX licensure review course will be delivered by ATI. The comprehensive ATI review program offers students an assessment-driven comprehensive review program designed to enhance student NCLEX success through multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles.
  - Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
  - Students may be required to purchase Nursing Central, a mobile and web app, which includes required Davis Drug Guide, Davis Lab Guide, and Taber's Medical Dictionary, all integrated. In addition, the app provides access to Diseases and Disorders, the latest nursing literature, calculators, and flashcard decks. This app is regularly updated with the newest additions and the most up-to-date information available. All students will be required to attend the training and to have Nursing Central downloaded onto a mobile device or laptop prior to the training. North Dakota State University's site license is available exclusively at the NDSU bookstore. You will need to bring **proof from the NDSU bookstore** that you have purchased it to the training session.
1. **Conduct:** During all types of SON related experiences, students are responsible for exhibiting professional attributes of integrity, honesty, accountability, and confidentiality as well as maintaining a professional demeanor. Students are responsible for being knowledgeable of the SON's professional and academic misconduct Policy (refer to SON Policy 1.60). Students are also expected to follow the Standards of Professional Performance and the Code of Ethics for Nurses.
  2. **Substance Misuse:** (refer to SON Policy 1.61).
  3. **Progression** (Refer to SON Policy 3.46)
    - Nursing courses are taken in a sequence in which prior learning serves as a basis for continued learning. Course prerequisites must be completed prior to enrollment in a course.
    - Students are responsible for monitoring progress in completing graduation requirements including total number of credits.
    - Probation or suspension from the College is determined by North Dakota State University, College of Health and Human Sciences, and the School of Nursing policies.

A student who fails or does not complete a course (nursing or support) that is a prerequisite for (a) course(s) in the following semester and who wishes to continue in the nursing program must stop out of the program until the needed course is available. A student in these circumstances a) visits with his/her advisor about the planned action and b) completes the Admissions and Academic Progression Readmission Request Form and submits it to the Director of the Program by the designated date. (refer to SON Policy 3.46 Attachment: Admissions & Academic Progression Readmission Request on page 40). This form is placed in the student's SON file.

- The request for readmission is reviewed by the Admissions and Progression Committee.
- The student is subject to meeting any curricular or other program requirements that may have been initiated during the student's absence.
- An interruption of study shall generally not exceed one academic year.

## Program Operational Guidelines and Policies (continued)

Professional nursing courses may be attempted **no more than two times and no more than 2 individual courses may be repeated**. A student who fails a course may repeat the course pending Admission and Progression Committee approval and upon a space-available basis. If space is not available, the student can be dismissed after failure of one course or may have the opportunity to receive a spot in the next cohort provided there is space available in the courses the student needs to complete the degree and the Committee approves the student to return to active status in the program.

- A second experience of receiving a grade less than a C in a nursing course (in the same course or a different course) may result in dismissal from the nursing major.
  - Violation of the College student conduct Policy, violation of academic integrity, or violation of professional ethics may result in dismissal from the nursing major.
4. **Dismissal:** (Refer to SON Dismissal from the Nursing Program Policy 3.50).
  5. **Grievances and Appeals:** For all grievances and appeals the North Dakota State University and College of Health and Human Sciences policies are followed.
    - Regarding disagreement with an assigned grade, (refer to SON Policy 3.45 and 3.53).
    - Regarding grievances of another nature see North Dakota State University Policy 156 or e-mail questions to [NDSU.Policy.Manual@ndsu.edu](mailto:NDSU.Policy.Manual@ndsu.edu).
  6. **Records and Transcripts:** (refer to SON Policy 1.70)
    - The transcript, which lists credits and grades for all courses taken, is the permanent record of each student's progression. This record is confidential and is not released except at the request of the student. Transcripts are maintained by the Office of Registration and Records. An official transcript may be requested, per protocol established by the Office of Registration and Records, to be sent to whomever the student designates.
    - All progression information is destroyed once the student graduates.
    - An alumni file containing an unofficial final transcript, evaluation forms, correspondence with student, and requests for references is maintained in the School of Nursing offices for each graduate of the program and for students dismissed from the program.

## CLINICAL/LAB INFORMATION

7. **CPR certification:** (refer to SON Policy 3.40). Prior to clinical experience in the first semester of junior year, students must submit documentation of current certification for basic life support for the healthcare provider. Courses approved by the American Heart Association and American Red Cross meet this requirement. Students will be offered a CPR certification class by the School of Nursing. This certification will be valid for 2 years. Each student is responsible for submitting verification of **continuous** certification through graduation from the School of Nursing.
8. **Latex Exposure:** Students will likely be exposed to latex during their time in the NDSU nursing program. The SON tries to limit latex exposure, including providing latex-free gloves; however, a latex-free environment is not guaranteed in the simulation lab, skills lab, or clinical sites. If a student currently has a latex allergy/sensitivity or develops one during their time in the program, please notify the course and/or clinical instructor. Students must also notify NDSU Disability Services who will work with the student and course instructor to determine reasonable accommodations. Students should notify lab and simulation coordinators prior to those experiences to ensure that the accommodations determined by Disability Services are available for the experience.
9. **Exposure to Biohazard:** During portions of the clinical experience of the Baccalaureate Nursing program, a student may be exposed to blood and body fluids of patients. Along with this exposure is the risk of Hepatitis B infection. Documentation of the completed Hepatitis B vaccination series or a signed waiver is required prior to



participation in experiential education. Hepatitis B vaccines can be obtained from your healthcare provider or from the NDSU Student Wellness Center by appointment.

**10. Immunization Documentation:** Student contact with clients in the health care setting is accompanied by risk of exposure to communicable disease as well as responsibility to avoid spreading communicable disease. Documenting immunization and disease status is the responsibility of the student. **Copies of these records will be maintained in the School of Nursing Office.**

\*\*Students must submit evidence of having a health examination by orientation.

### Immunization Documentation Required for NDSU School of Nursing Programs

| Immunization  | Requirements  | Renewal   |
|---------------|---|---|
| TB            | Must have one of the following upon entrance into the program:<br><ol style="list-style-type: none"> <li><b>Blood Tests. *Preferred Option*</b> Student may have a blood test done, either the QuantiFERON or the T-Spot. Results should show the date the test was administered and the result.</li> <li><b>Two Step TB Skin Test:</b> The first test is given and then read within 72 hours. The second test is given no earlier than one week after the first test was administered and no later than three weeks after the first test was administered. In the event you are even one day late, you will need to repeat the two-step skin test or blood test. The submitted results need to show the date each test was administered, the date each test was read; and the result.</li> </ol> | Annually.<br><br>Before one year has passed from the date the TB test was administered, the Student needs to have a one-step skin TB test done. |
| Hepatitis B   | A titer showing immunity is acceptable.<br><br>Most students had the Hepatitis B series as a child. Evidence of the three Hepatitis B shots is required unless a titer showing immunity is presented. If the student has not completed the Hepatitis B series, they will need to start the series in order to be compliant. The student will then need to complete the series on the regularly recommended immunization guides.   | No renewal needed.  |
| MMR           | Measles, Mumps, Rubella – again this is a series that was usually completed as a child. Need to show proof of the two MMR shots. A titer showing immunity is also acceptable.<br>If a student has not had the series, must complete the series as is regularly done.  | No renewal needed.  |
| Tdap          | Student must show proof of having had a Tdap immunization within the past ten years.  | Must be renewed every ten years..   |
| Flu Shot      | Must have a flu shot by no later than October 31 of each year. Student must provide proof every year.   | Yearly.   |
| COVID vaccine | COVID vaccine is not required at this time. The NDSU SON will continue to comply with the regulations set by our affiliating clinical agencies and may be required to provide documentation whether a student is vaccinated or not. Therefore, students must provide documentation of vaccination status to the SON. Students may need to wear personal protective equipment during patient care per agency Policy.   |   |
| Varicella     | A titer showing immunity to the varicella (chicken pox) virus is preferred. Student may also show proof of the series of varicella shots.   | No renewal needed as long as there is proof of immunity.  |
| Polio         | Proof of polio vaccinations is preferred  | No renewal needed.  |

The purpose of requiring evidence of health status and current immunization is to provide a safe environment and protect fellow students, faculty, health care agencies, and patients from communicable diseases.

- Proof of health status and immunization is also required by health care agencies accepting students for clinical experiences.
- When health requirements of a clinical agency exceed NDSU SON nursing requirements, the student will be advised of additional information or immunization requirements prior to the start of clinical experience in that agency.
- The student will be responsible for providing the required additional information to the SON Academic Assistant prior to starting clinical experience at that agency.
- The SON will ensure that the agency has the required information prior to student placement in that agency.
- Any student not meeting health status reporting requirements will not be permitted to attend clinical, and/or continue in the program until proof of health care status is received.
- The student is also responsible for informing the Program Director of any changes in health status while they are a student at NDSU.

**11. Care of Clients with Communicable Diseases:** For the protection of their health, students who have a weakened immune status (e.g., are taking cancer chemotherapy, are HIV positive, are taking immunosuppressive drugs) or are pregnant must inform their clinical instructor in writing prior to entering the clinical setting. Based on CDC guidelines, certain modifications of the student's clinical activities may result. The health status of the student will be maintained in strict confidence with a minimal number of people having access to this information.

- Students will be assigned to clients who have communicable diseases only after they are educated on the epidemiology, precautions, and practices to be taken to prevent disease transmission. Because the philosophy of the nursing program is that professional nurses are expected to care for all people with health problems without discriminating according to race, gender, class or disease, it is reasonable to expect that nursing students will provide nursing care to clients with HIV, Hepatitis B and other infectious diseases.
- Situations involving a nursing student's refusal to care for clients with communicable diseases will be addressed on an individual basis. Such refusal, if not based on the exceptions noted above (e.g., decreased immune status,

**12. Transportation:** Students are responsible for their own transportation to all clinical sites as well as meals, housing, and other costs.

**13. Injury:** If an injury is sustained during clinical experience, A NDSU non-employee incident report **must be filed** with the University Police and Safety Office by the nursing clinical faculty member assigned to the injured student **within 24 hours** of the incident

([https://www.ndsu.edu/police\\_safety/public\\_health\\_and\\_safety/incident/](https://www.ndsu.edu/police_safety/public_health_and_safety/incident/)). The student must:

- Notify nursing clinical faculty immediately.
- Notify the clinical agency and comply with institutional reporting policies.
- If possible, submit one copy of the incident report to the clinical agency supervisor and to the nursing clinical faculty.

**14. Clinical Policies:** Students are required to follow SON and Clinical agency policies (e.g., smoking, personal appearance/professional dress).

- Students are required to adhere to the SON Professional Appearance Policy (refer to Policy 3.48).
- Students are required to purchase the following equipment:
  - 1) Watch with a second hand (sweeping second hand, preferable)
  - 2) Dual headed stethoscope
  - 3) Pen light
  - 4) Bandage scissors
  - 5) Calculator

**North Dakota State University School of Nursing  
Policy 3.46 Attachment:  
Admissions & Academic Progression Readmission Request**

(Please print all information)

Name of Student: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

I am requesting permission to continue progression in the Professional Nursing major

- I withdrew from the Professional Nursing program and I am requesting for permission to resume my enrollment in the program.
- I have failed to achieve a grade of C or better in the following nursing course

\_\_\_\_\_ and wish to attempt this course again. I understand that inability to achieve a C or better on the second attempt will result in dismissal from the Professional Nursing major. I also understand that any additional course failures in future courses (D or less) will result in dismissal from the Professional Nursing major.

Please attach a letter to the form addressing the following two statements:

- Discuss the barriers which prevented you from completing the course successfully.
- Outline a specific plan to be successful in the nursing program.

Student Signature/Date: \_\_\_\_\_

Advisor Signature/Date: \_\_\_\_\_

Please attach any letters of support or documentation of extraordinary circumstances to be considered in this request.

## NURSING STUDENT ORGANIZATIONS

Students are encouraged to participate in the Student Nurses' Association and in other campus organizations as well as in student government at the college and university levels. The School of Nursing values student input as an important part of the quality improvement process and provides various opportunities for students to get involved in the governing process. Every SON standing committee includes student representatives from each site. An undergraduate Student Council meets at each site with the Associate Dean in Fargo and the Director in Bismarck several times a year. Students also have opportunities to become active in the Student Nurses Association, Graduate Student Organization, the Dean's Liaison Committee, College of Health and Human Sciences Ambassadors, NDSU Student Senate, Multi-Cultural Club (NDSU Nursing at Sanford Health Bismarck), and multiple other organizations in the University.

### 1. Student Nurses' Association (SNA)

The NDSU Student Nurses' Association is a local chapter of the Nursing Students' Association of North Dakota and the National Student Nurses' Association. The purposes of the SNA are:

1. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
2. To provide programs representative of fundamental and current professional interests and concerns.
3. To aid in the development of the whole person and his/her responsibility for the health care of people in all walks of life.

Membership in SNA is open to all students enrolled in the pre-nursing or nursing program.

The chapter meets once a month for business meetings. Throughout the year the organization is involved in college, university and community activities. Students are encouraged to participate at the local, state and national level of the organization. There is an annual state convention and a national convention.

### 2. Sigma Theta Tau International

Sigma Honor Society of Nursing, is dedicated to improving the health of people worldwide through increasing the scientific base of nursing practice. Sigma's members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research and leadership.

Sigma's philosophy of membership eligibility is based upon the purposes of the Society. Awarding membership recognizes, encourages and actively supports nursing excellence and scholarship by advancing professional development, scholarly pursuit, leadership, creativity and commitment to nursing. Undergraduate nursing students who have completed one-half of their nursing curriculum, have achieved at least a 3.0 GPA, are ranked in the upper one-third of their graduating class, and meet the expectation of academic integrity, may qualify for membership.

Xi Kappa-at-Large is the local chapter of Sigma Theta Tau International. NDSU, University of Jamestown, Concordia College, Minnesota State University Moorhead, and Mayville State University sponsor the Xi Kappa at Large chapter of Sigma.

### 3. College of Health and Human Sciences Ambassadors

The College of Health and Human Sciences Ambassadors is a selective student organization of 25-30 members (8 members at Bismarck site) that represents each of the departments within the College. Members from many of the programs within each department as well as the different stages of the programs ranging from pre-professional to graduate students are included in the organization.

The members of this student organization serve an essential role in the College of Health and Human Sciences. This group of students works to promote the college through involvement in a variety of events, including: campus tours for prospective students interested in the majors within the College, homecoming tours for alumni, the white coat ceremony, the nurse pinning ceremony, and a host of other events for prospective students, current students, and alumni. The College of Health and Human Sciences recognizes the valuable role of alumni and students in the recruitment, application, and enrollment process by sharing their positive experiences and advice with prospective students.

## Nursing Student Organizations (continued)

### **4. Nursing Student Council**

Representatives of each class and a representative of the Student Nurses' Association form the undergraduate Nursing Student Council, which meets monthly with the Associate Dean (Fargo) and Director (Bismarck). Students are encouraged to communicate concerns to their representatives.

### **5. Dean's Liaison Committee (DLC)**

The Dean's Student Liaison Committee shall consist of the Associate Dean, who shall be chair, and one student representative from each of the following areas: first year, second year, third year, and fourth year of the pharmacy professional program; first year, second year, and third year of the nursing professional program; two allied sciences professional students; as well as one representative from each of the following student organizations: Academy of Students in Pharmacy, American Association of Pharmaceutical Scientists, American Society of Health System Pharmacists, Christian Pharmacists Fellowship International, Kappa Epsilon, Kappa Psi, National Community Pharmacists Association, Native American Pharmacy Program, Pharmacy Nursing and Allied Sciences Ambassadors, Phi Lambda Sigma, Rho Chi, Sigma Theta Tau, and the Student Nurses Association. Student representatives from each group will be elected annually by their respective class or student organization. The purpose of the Dean's Student Liaison Committee is to provide students with an opportunity to interact directly with the Dean's Office, to exchange information, to advise the Dean on student organization budget requests, and to problem-solve on matters of interest and concern to students.

## NURSING PROGRAM EVENTS

### **Scholarship Recognition**

Each September the College of Health and Human Sciences and NDSU Nursing at Sanford Health sponsors a scholarship recognition day. The scholarship ceremony honors students receiving scholarships and donors who award scholarships. All students are welcome to attend and scholarship recipients are expected to attend.

### **White Coat Ceremony**

Before participating in laboratory or clinical experiences, a white coat ceremony will be held to celebrate your acceptance into the nursing program by presentation of a white coat.

### **Pinning**

Near graduation, senior classes have a pinning ceremony, which is an event centered on each student receiving his/her nursing pin. The NDSU Nursing pin is presented to each graduate of the program by the School of Nursing. A brief explanation of the history of pinning is given in the following paragraphs.

*The pinning ceremony, which is a separate celebration from receiving a diploma, is a time-honored nursing school tradition rich with symbolism. The pinning ceremony symbolizes the achievement of completing the educational requirements and marks the graduate's transition into the profession. This ceremony signifies initiation into the brotherhood and sisterhood of nurses. The history of this rite of passage can be traced back to the Crusades of the 12th century. During this time, the Knights of St. John, the Order of the Hospitaller, tended to injured Crusaders. When new monks were initiated into the order, they vowed to serve these sick soldiers in a ceremony where each monk was given a Maltese cross, the first badges given to those who served as nurses. In the 1860's, when Florence Nightingale was awarded the Red Cross of St. George in recognition for her service to the injured during the Crimean War, she shared this honor, by in turn presenting a medal of excellence to her brightest graduates. By 1916, the practice of pinning new graduates was standard throughout the U.S.*

*Nursing Pins are a proud symbol and tradition shared by nurses across the country. These pins are one of the most visible signs of educational achievement in the nursing profession. The pin serves as a notice to the public that graduates are well-educated and fully capable of accepting the responsibilities, privileges, and rights that come with the nursing profession. Regardless of where their new careers in nursing take the graduates, their pin will represent where they earned their professional education.*

The current NDSU nursing pin design is based on the NDSU seal and is in the NDSU school colors of green and gold. The pin bears the name of the university. Stylized sheaves of wheat border the pin and are reminiscent of the university's land grant tradition. The lamp, a symbol of nursing, is in the center of the pin, with the flame representing knowledge. Above the lamp are the initials of the degree received, BSN.

The pin was designed by the Nursing Student Council of 2005-2006 with input from the nursing student body. The class of 2006 was the first class to wear the NDSU BSN pin.

## RULES AND PROCEDURES FAQ's

**AN INFORMAL GUIDE:** The following is a series of informal responses to questions most frequently asked about rules and procedures at NDSU. For further information, please refer to the current NDSU University Catalogue Bulletin ([About the Catalog < North Dakota State University \(ndsu.edu\)](#)), your advisor, the Office of Registration & Records in Ceres 110, or Bison Connection in the Memorial Union.

### CREDITS

**How many credits do I need to be a Sophomore, a Junior and a Senior?** You need 27 credits to be classified as a Sophomore, 60 credits to be classified as a Junior, and 90 credits to be classified as a Senior. To graduate, you must successfully complete all general education requirements, the requirements in your major, and at least 120 credits with a minimum of 2.0 grade point average. A complete list of University requirements for graduation is in the current NDSU Bulletin.

**What is the limit on the number of credits I can take per semester?** Full-time students normally will carry from 15 to 19 credits per Semester. Registration for more than 20 credits is not recommended. Special permission from your advisor and a grade point average of at least 3.0 are required to register for more than 20 credits. You must obtain a "Petition for More Than 20 Credits" form under the link, "Over 20 Credits Petition," at [www.ndsu.edu/registrar/forms](http://www.ndsu.edu/registrar/forms).

**How many credits will I lose when I transfer to NDSU from another school?** Ordinarily, you shouldn't lose any. However, a "D" grade in any course does not transfer to the College of Health and Human Sciences. Some technical courses may not fit your degree program, and in this case, some extra work may be required. For an evaluation of transfer credit, see the current NDSU Bulletin.

**How many credits can I transfer from a junior or community college?** All college-level credits from regionally accredited institutions transfer; however, not all may apply to the particular degree program you have selected. To obtain a baccalaureate degree, you must complete at least 60 semester credits at a four-year college or university. Of these, at least 36 must be NDSU residence credits which include credits registered and paid for at NDSU. At least the last 36 of these credits must be at the junior or senior level. (See current Bulletin [https://www.ndsu.edu/transfer/transfer\\_credit\\_degree\\_completion](https://www.ndsu.edu/transfer/transfer_credit_degree_completion).)

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

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

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

**What does advanced placement mean?** Students from high schools that participate in the Advanced Placement Program may earn credit through examinations provided by the College Entrance Examination Board (CEEB). The examinations are administered at the conclusion of a college-level course taught in participating high schools. The scores are forwarded, upon student request, to the college of choice. In accordance with North Dakota University System Policy, a minimum

## RULES AND PROCEDURES FAQ's (Continued)

score of three is required to receive credit for the examinations. A complete and current listing of AP examinations and their NDSU equivalent courses is available at [www.ndsu.edu/registrar/placement](http://www.ndsu.edu/registrar/placement).

**Is it possible to obtain college credits by taking examinations of the College Entrance Examination Board (CLEP and AP)?** Yes. Students may demonstrate evidence of college-level achievement through the use of nationally standardized tests. Competency to write these examinations may have been gained through intensive preparation in high school, extensive reading in a particular field, or other types of formal or informal preparation. A student may not repeat by proficiency testing a course that has been previously taken or failed at NDSU or another accredited institution. Score reports must be sent directly to NDSU from the awarding agency/board. School reports and student-issued grade reports are not considered official for purposes of awarding credit by examination. CLEP Examinations are computerized and administered as needed. To register for a CLEP Examination, contact the Counseling Center, Ceres 212, 231-7671.

## DEGREES

**How do I petition for a waiver or substitution of a curriculum requirement?** To petition, you must obtain a "Request to Waive or Substitute Courses" form under the link found on the Office of Registration and Records page: "Substitute/Waive a Course" at [Forms | Registration & Records | NDSU](#)

State exactly why you think you should have a waiver. The Registration and Records Committee will review your petition and you will be notified of their decision. (Petitions should be submitted only when special circumstances make it virtually impossible for you to meet the regular degree requirements.) **Only departmental and college requirements may be waived. University requirements may not be waived.**

## GENERAL EDUCATION REQUIREMENTS

**Who must complete the General Education Requirements?** The General Education Requirements apply to all students.

**What are the General Education Requirements?** The General Education Requirements are listed in the current NDSU Bulletin. A list of the courses approved for the different categories is provided under General Education Requirements in this handbook and also under Campus Connection-Registration Information—[www.ndsu.edu/bisonconnection/connect](http://www.ndsu.edu/bisonconnection/connect).

**Total Required Credits from General Education Categories = ..... 40\***

\*The General Education core is 40 credits for students enrolling at NDSU Fall 2007 and later (39 credits for students who transfer 24 or more semester credits). Students who enrolled prior to Fall 2007, must complete a 37-credit general education core (36 credits if 24 or more semester credits were transferred). Some programs of study require additional or specific general education requirements. **Consult your curriculum guide or advisor with any questions.**

**For the most current list of General Education Courses and please go to:** [General Education < North Dakota State University \(ndsu.edu\)](#)

**General Education transfer with the ND University System.** Students who plan to transfer from one institution to another in the ND University System should check with Office of Registration & Records in Ceres 110 or Bison Connection in the Memorial Union.

## GRADES AND ACADEMIC STATUS

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

**What does a grade of Incomplete (I) mean?** For specific information, refer to the current NDSU Bulletin. The College of Health and Human Sciences may have specific requirements for an Incomplete. See Administrative Office of the College, Sudro 123.

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



## RULES AND PROCEDURES FAQ's (Continued)

regarding which courses may be taken pass/fail with your advisor. **Pass/fail option may not be used for courses taken to meet general education requirements.**

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

**Will I receive mid-term grades?** Mid-semester grades of a D or F are posted in Campus Connection so advisors can discuss students' success during advising week.

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

**What happens if I'm classified as a deficient student by the University?** The University may issue either an academic warning or an academic probation sanction. Additional information is available on the NDSU sites: [Academic Standing | North Dakota State University \(ndsu.edu\)](https://www.ndsu.edu/academic-standing)  
<https://career-advising.ndsu.edu/alert-suspension-information/>

## MAJORS \*

**When do I have to declare a major?** Students in the College of Health and Human Sciences generally will declare a major early in their academic endeavors in order to permit accurate planning for courses of study. Otherwise, you may have to spend extra time at the University to complete requirements for your degree.

**How do I declare or change my major?** Occasionally students find they are not suited for a particular field. If you decide to change majors while you are a student in the College, you are expected to follow this procedure: discuss it with your advisor, fill out the "Major/Minor and Advisor Change Form," [www.ndsu.edu/registrar/forms](http://www.ndsu.edu/registrar/forms), and bring the form to the Office of Registration & Records in Ceres 110, or Bison Connection in the Memorial Union. You will be assigned a new advisor in the field in which you will be majoring.

**How many credits are required for a Minor?** The number of credits required for a minor varies by departments. The minimum number of credits for a minor is 16. To determine the exact number of credits that you will need for a minor, check with your advisor, or in Ceres 110 or Bison Connection.

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

## REGISTRATION

Students will use the "Campus Connection Student Portal" via the NDSU Home Page in which to register for classes. Students will also use this portal for the following: account information, class list for the semester, course catalog of classes, drop/adds, financial aid information, holds, schedule of classes for the semester, unofficial transcripts, and much more. The web address for this site is <https://www.ndsu.edu/onestop/>.

### Academic Advisors

Students in the BSN nursing program are assigned a faculty advisor. It is strongly recommended that students meet with their advisor in person or via phone or Zoom on a regular basis to receive updated curricular information. Advisors help students learn how to complete the registration procedures and to assist students to remain on track to meet goals and to graduate in a timely manner. **Students are responsible for the course and program selections which they make.** However, an advisor is a valuable source for acquiring information about the advisability of students' choices.

### Registration

Prior to the start of classes each semester, students must register for courses according to the instructions published on the Office of Registration & Records' web page ([www.ndsu.edu/registrar](http://www.ndsu.edu/registrar)). New students have two opportunities for registration prior to fall semester. The first opportunity is in conjunction with the summer orientation program. The second opportunity is during the fall orientation, which is scheduled just prior to the beginning of classes in August. In either case the procedure is similar. The methods of registration are published each semester on the Office of Registration & Records' web page ([www.ndsu.edu/registrar](http://www.ndsu.edu/registrar)) via the campus connection link.

## RULES AND PROCEDURES FAQ's (Continued)

### **Registration for students currently enrolled at NDSU**

Students who are currently enrolled are encouraged to register early for their next semester. Early registration for the next semester is usually scheduled at the midpoint of the current semester. Students are informed of the dates for advising week and expected to make an appointment with their advisor.

*Students are encouraged to consult and become acquainted with their advisor and professors as well as Associate Dean and Directors in their major area.*

**Do I need to see my advisor about my semester schedule?** Yes, make an appointment with your advisor to plan your schedule of classes. Dates for advising and registration are published in the annual "NDSU Academic Dates & Deadlines" pocket calendar, the Office of Registration & Records website (<https://www.ndsu.edu/registrar/>), and "The Spectrum," published twice per week when full semester classes are in session.

### **WITHDRAWING TO ZERO CREDITS**

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

Refer to the University's official dates and deadlines, <https://www.ndsu.edu/onestop/dates>, for the last day to withdraw. Withdrawals after this date are not processed without evidence of compelling circumstances beyond the student's control. If you do not want to attend the next semester but are finishing the semester you are presently enrolled in, simply do not register for the next semester.

### **OTHER QUESTIONS**

**What if I think a course is of poor quality or an instructor is unfair?** Talk with the instructor first. If the situation is not resolved, notify the program director or department chair. Such information is important if improvement is to be brought about now or in the future. Remember that even if changes cannot be made immediately, your comments are taken seriously.

**What if I think a course or instructor is exceptionally good?** Tell the instructor and notify the department chair and the Associate Dean for Academic Affairs & Assessment.

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

**Can I see the Deans?** The Dean of the College of Health and Human Sciences is Dr. Teresa Conner. She is eager to meet students and can assist with academic, personal, career and admissions issues. To set up an appointment with her, contact her assistant at 701-231-6469. The Dean's Office is in the Administrative Office, Sudro Hall 123.

The Associate Dean and Chair of Nursing is Dr. Carla Gross. She may be reached at 701-231-7772, **ALDT 540T**. The Director of the NDSU School of Nursing at Sanford is Charys Kunkel. She may be reached at 701-224-3803 and is located at 512 South 7<sup>th</sup> Street in Bismarck. The Director of the Pre-Licensure Nursing Program in Fargo is Dr. Shila Thompson. Her office is located in the ALDT 540Q. She may be reached at 701-231-7924.

## WHERE TO GO FOR HELP

| TOPIC/PROCEDURE:  | SOURCE/CONTACT:  | LOCATION:   |
|---|--|---|
| Academic Deficiencies   | <ul style="list-style-type: none"> <li>• Advisor</li> <li>• Dr. Teresa Conner, Dean</li> <li>• Office of Registration &amp; Records<br/><a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a></li> </ul>   | Sudro 123<br>701-231-8211<br>701-231-9509   |
| Academic Policies   | Current NDSU Bulletin <a href="#">Academic Policies &lt; North Dakota State University (ndsu.edu)</a>  |   |
| Add or drop a course  | <ul style="list-style-type: none"> <li>• Advisor</li> <li>• Office of Registration &amp; Records <a href="#">Forms   Registration &amp; Records   NDSU</a></li> </ul>  | Ceres 110<br>701-231-7981   |
| Advanced Placement  | <ul style="list-style-type: none"> <li>• The individual departments</li> <li>• Office of Registration &amp; Records<br/><a href="https://www.ndsu.edu/registrar/NDSU%20Placement%20Procedures%20 %20North%20Dakota%20State%20University">https://www.ndsu.edu/registrar/NDSU Placement Procedures   North Dakota State University</a></li> </ul> | Ceres 110<br>701-231-7981   |
| Appeal for exception to academic regulations                          | Office of Registration & Records<br><a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a>  | Ceres 110<br>701-231-7981   |
| Appeal a grade  | Student Rights & Responsibilities refers to the Grade Appeals Board at:<br><a href="https://www.ndsu.edu/fileadmin/Policy/337.pdf">https://www.ndsu.edu/fileadmin/Policy/337.pdf</a>   | Memorial Union 250,<br>main level<br>701-231-6560   |
| Apply for loan  | <ul style="list-style-type: none"> <li>• One Stop<br/><a href="#">Applying for Financial Aid   North Dakota State University (ndsu.edu)</a></li> </ul>   | Memorial Union 176<br>701-231-6200  |
| Apply for scholarship   | One Stop<br><ul style="list-style-type: none"> <li>• <a href="#">Scholarships   North Dakota State University (ndsu.edu)</a></li> </ul>  | Memorial Union 176<br>701-231-6200<br><br>Annie Keller, Student Services Specialist, 701-224-3802 (Bismarck)  |
| One Stop  | A service center that provides information about your student account, financial aid, scholarships, tuition, bill payments, registration and student records.<br><a href="https://www.ndsu.edu/onestop/">https://www.ndsu.edu/onestop/</a>   | Memorial Union, main level (Fargo) /<br><br>Annie Keller, Student Services Specialist, 701-701-224-3802 (Bismarck)                                  |
| Career Guidance/Information   | Counseling Center (Career Counseling/ Support Services)<br><a href="https://www.ndsu.edu/counseling/">https://www.ndsu.edu/counseling/</a>   | Ceres, Rm 202 (Fargo)<br>701-231-7671<br><br>Bismarck, virtual online appointments / Room 171 (Health Resources Room) or preferred student location |
| Career Guidance/Information and Career/Job Search (Placement Program) | <ul style="list-style-type: none"> <li>• Career Center, <a href="https://career-advising.ndsu.edu/">https://career-advising.ndsu.edu/</a></li> </ul>   | Ceres 306<br>701-231-7111   |
| Change Majors   | Office of Registration & Records<br><a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a>  | Ceres 110<br>701-231-7981   |

| <b>TOPIC/PROCEDURE:</b>   | <b>SOURCE/CONTACT:</b>  | <b>LOCATION:</b>   |
|---|---|--|
| Course Descriptions   | Current NDSU Catalog<br><a href="https://www.ndsu.edu/course-descriptions">Course Descriptions &lt; North Dakota State University (ndsu.edu)</a>  |  |
| Check on a grade  | <ul style="list-style-type: none"> <li>• Campus Connection Student Portal<br/><a href="https://www.ndsu.edu/onestop/connect/">https://www.ndsu.edu/onestop/connect/</a></li> <li>• Instructor of course</li> </ul>  |  |
| Credit by examination (Challenging a course, PEP or CLEP tests) | <ul style="list-style-type: none"> <li>• Office of Registration &amp; Records<br/><a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Catalog<br/><a href="https://www.ndsu.edu/credit-by-examination">Credit By Examination &lt; North Dakota State University (ndsu.edu)</a></li> </ul>   | Ceres 110<br>701-231-7981<br>Ceres 212<br>701-231-7671   |
| Disability Services   | NDSU Disability Services<br><a href="https://www.ndsu.edu/disabilityservices/">https://www.ndsu.edu/disabilityservices/</a>   | Lower Level of Main Library, Suite 17<br>701-231-8463  |
| Discuss academic concerns                                       | <ul style="list-style-type: none"> <li>• Dr. Teresa Conner, Dean</li> </ul>   | Sudro 123<br>701-231-8211 (Fargo)<br><br>Virtual online meeting (Bismarck)   |
| Discuss personal concerns                                       | <ul style="list-style-type: none"> <li>• Dr. Teresa Conner, Dean</li> <li>• Counseling Center<br/><a href="https://www.ndsu.edu/counseling/">https://www.ndsu.edu/counseling/</a></li> </ul>  | Fargo, Sudro 123<br>701- 231-7671<br><br>Bismarck, Room 171 (Health Resources Room), Skype call                      |
| Financial Aid Information                                       | <a href="https://www.ndsu.edu/onestop/finaid/">https://www.ndsu.edu/onestop/finaid/</a>   | Memorial Union 176<br>701-231-6200 (Fargo)<br><br>Annie Keller, Student Services Specialist, 701-224-3802 (Bismarck) |
| Food Service  | Dining Services (Residence Dining Center, Union Buffet, West Dining Center)   | West Bison Court<br>701-231-7001   |
| General Education Requirements                                  | <a href="https://www.ndsu.edu/general-education">General Education &lt; North Dakota State University (ndsu.edu)</a>  | Ceres 110<br>701-231-7981  |
| Grades & Honor Points   | <ul style="list-style-type: none"> <li>• Advisor</li> <li>• Office of Registration &amp; Records<br/><a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Catalog</li> <li>• <a href="https://www.ndsu.edu/grades-and-grading">Grades and Grading &lt; North Dakota State University (ndsu.edu)</a></li> </ul>                                 | Ceres 110<br>701-231-7981  |
| Graduation Requirements   | <ul style="list-style-type: none"> <li>• Office of Registration &amp; Records<br/><a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Catalog<br/><a href="https://www.ndsu.edu/undergraduate-degree-and-graduation-information">Undergraduate Degree and Graduation Information &lt; North Dakota State University (ndsu.edu)</a></li> </ul> | Ceres 110<br>701-231-7981  |
| Health Service  | <ul style="list-style-type: none"> <li>• NDSU Wellness Center<br/><a href="https://www.ndsu.edu/wellness/">https://www.ndsu.edu/wellness/</a></li> <li>• Student Health Service <a href="https://www.ndsu.edu/studenthealthservice/">https://www.ndsu.edu/studenthealthservice/</a></li> </ul>  | Wallman Wellness Center, 701-231-5200<br><br>Student Health Service, 701-231-7331                                    |

| TOPIC/PROCEDURE:                                | SOURCE/CONTACT:  | LOCATION:   |
|---|--|---|
| Housing   | <ul style="list-style-type: none"> <li>University Residence Life Office</li> </ul> <a href="http://www.ndsu.edu/reslife/">www.ndsu.edu/reslife/</a> <a href="https://www.ndsu.edu/reslife/">https://www.ndsu.edu/reslife/</a>  | West Bison Court<br>701-231-7557 (Fargo)<br><br>Annie Keller, Student Services Specialist, 701-224-3802 (Bismarck)  |
| Major Requirements                              | <ul style="list-style-type: none"> <li>Advisor</li> <li>School of Nursing Administrative Offices</li> <li>Current NDSU Catalog</li> </ul> <a href="#">Undergraduate Degree and Graduation Information &lt; North Dakota State University (ndsu.edu)</a>  |   |
| Other Universities (Catalogs)                   | Counseling Center (Career Resource Center)<br><a href="https://www.ndsu.edu/counseling/">https://www.ndsu.edu/counseling/</a>  | Ceres 212<br>701-231-7671   |
| Pass/Fail                                       | <ul style="list-style-type: none"> <li>Advisor</li> <li>Current NDSU Bulletin</li> </ul> <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a><br><ul style="list-style-type: none"> <li>Office of Registration &amp; Records</li> </ul> <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a>  | Ceres 110<br>701-231-7981   |
| Pre-Professional Programs                       | <ul style="list-style-type: none"> <li>Office of Registration &amp; Records</li> </ul> <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a><br><ul style="list-style-type: none"> <li>Current NDSU Bulletin</li> </ul> <a href="#">Programs of Study &lt; North Dakota State University (ndsu.edu)</a>  | Ceres 110<br>701-231-7981   |
| Registration                                    | <ul style="list-style-type: none"> <li>Office of Registration &amp; Records</li> </ul> <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a> • Campus Connection Student Portal  | Ceres 110<br>701-231-7981<br><br>Tammy Heupel,<br>Academic Advisor<br>701-224-3800<br>(Bismarck)  |
| Remove an Incomplete                            | Instructor of course   |   |
| Residence Classification                        | <ul style="list-style-type: none"> <li>Office of Registration &amp; Records</li> </ul> <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a><br><a href="#">Residency and Reciprocity   North Dakota State University (ndsu.edu)</a>  | Ceres 110<br>701-231-7981   |
| Resident Assistants & Peer Mentors              | Ask at your Residence Hall Office if you don't know your RA or Peer Mentor<br><a href="https://www.ndsu.edu/reslife/">https://www.ndsu.edu/reslife/</a>  |   |
| ROTC Program - Air Force<br>ROTC Program – Army | <ul style="list-style-type: none"> <li>Bentson-Bunker FieldHouse <a href="http://www.ndsu.edu/afrotc/">www.ndsu.edu/afrotc/</a></li> <li>Bentson-Bunker FieldHouse</li> </ul> <a href="#">Military Science   NDSU</a>  | Room 101<br>231-8186<br>Room 103<br>701-231-7575  |
| Substance Abuse                                 | SON Substance Misuse Policy 1.61   |   |
| Student Organizations                           | <ul style="list-style-type: none"> <li>Campus Directory</li> <li>College of Health and Human Sciences – Student Nurses' Association (SNA)</li> <li>Student Government</li> </ul> <a href="http://www.ndsu.edu/ndsu/sg/">www.ndsu.edu/ndsu/sg/</a><br><ul style="list-style-type: none"> <li>Student Activities Office</li> </ul> <a href="https://www.ndsu.edu/studentactivities/">https://www.ndsu.edu/studentactivities/</a> | See Table of Contents<br>Sudro 123<br>701-231-7601<br>Memorial Union 128<br>701-231-8461<br>Memorial Union 120<br>701-231-7787<br>Bismarck – 701-224-3800 |

| TOPIC/PROCEDURE:                               | SOURCE/CONTACT:  | LOCATION:  |
|--|--|--|
| Student Resources                              | University Catalog link to diverse services and reinforcement programs.<br><a href="#">Student Resources &lt; North Dakota State University (ndsu.edu)</a>   |  |
| Study Abroad Programs                          | • Office of International Programs <a href="#">International Student and Study Abroad Services   NDSU</a>  | Memorial Union 116<br>701-231-7895   |
| Study Skills                                   | Education 123 (offered each semester) School of Education <a href="https://www.ndsu.edu/education/">https://www.ndsu.edu/education/</a>  | Main Office FLC 210<br>701-231-7921  |
| Summer Study                                   | • Director of Summer School<br>• <a href="#">Summer Session at NDSU   NDSU</a>   | Old Main 103<br>701-231-6133   |
| Tri-College University Office                  | • Tri-College Downtown Campus Fargo <a href="http://www.tri-college.org">www.tri-college.org</a>   | 650 NP Ave<br>Renaissance Hall #110<br>701-231-8170                                      |
| Tutor<br>ACE (Academic Collegiate Enhancement) | • Office of TRIO Programs<br><a href="http://www.ndsu.edu/trio/">www.ndsu.edu/trio/</a><br>• Learning Services/Orientation Coordinator (ACE)<br><a href="http://www.ndsu.edu/studentssuccess/about_ace/">www.ndsu.edu/studentssuccess/about_ace/</a> | Ceres 335<br>701-231-8028<br>West Dining Center<br>room 20 (lower level)<br>701-231-5554 |
| Tutor – Math                                   | Math Dept. Tutors and Math Instructors<br><a href="https://www.ndsu.edu/math/">https://www.ndsu.edu/math/</a>  | Minard 300<br>701-231-8171   |
| University Honors (Scholars) Program           | • <a href="#">University Honors Program   NDSU</a>   | Minard 315C<br>701-231-8852  |
| University Rules & Regulations                 | Current NDSU Bulletin (see University Policies)<br><a href="#">Academic Policies &lt; North Dakota State University (ndsu.edu)</a><br><a href="#">Section 6: Student Affairs   Policy Manual   NDSU</a>  |  |
| Veterans Information                           | Office of Registration & Records   | Ceres 110<br>701-231-7985  |
| Withdraw to zero credits                       | Customer Account Services<br><a href="https://www.ndsu.edu/cas/">https://www.ndsu.edu/cas/</a>   | Ceres 302<br>701-231-8782  |
| Writing Skills                                 | • Center for Writers<br><a href="#">Center for Writers   NDSU</a>  | Main Library, lower level, 701-231-7927  |