

**NDSU**

SCHOOL OF NURSING

# **LPN & RN to BSN Nursing Handbook 2024-2025**

**November 2024**

# Table of Contents

Introduction .....	4
<b>The College of Health &amp; Human Sciences</b> .....	5
Degrees.....	5
Section of Scholarship Recipients .....	5
<b>School of Nursing Information</b> .....	6
Essential Qualifications of Candidates for Undergraduate Admission and Progression Definitions .....	6
Nursing Program History .....	7
Mission Statement .....	7
Vision Statement .....	7
Beliefs and Core Values .....	7
Program Outcomes .....	8
Differential Tuition .....	8
Organizational chart .....	9
<b>School of Nursing Policies</b> .....	10
Student Academic and Conduct Standards Policy 1.60.....	10
Substance Misuse Testing Policy 1.61 .....	14
Criminal Background Check Policy 1.62 .....	16
Student File Contents Policy 1.62 .....	16
Undergraduate Grading System Policy 3.43 .....	17
Course grade requirements: Undergraduate program Policy 3.44.....	17
Dismissal from the Nursing program 3.50 .....	18
Grade appeal in the Nursing Programs Policy 3.45.....	18
Professional Appearance Policy 3.48 .....	19
Cardio-Pulmonary Resuscitation (CPR) Policy 3.40.....	19
LPN-BSN & RN to BSN Student Portfolio Policy 3.54 .....	19
Student Complaint Policy 3.53.....	20
<b>Additional School of Nursing Information</b> .....	21
General Clinical/Lab Information .....	21
Assessment and Evaluation of the Nursing Program .....	21
Immunization Documentation .....	22
<b>LPN-BSN Admission Requirements</b> .....	23
Admission Requirements & Process .....	23
Clinical Requirements .....	24
Clinical Equipment needed for LPN-BSN students .....	24
LPN-BSN Degree Plan.....	25
LPN-BSN Nursing Courses.....	25
ATI Nursing (LPN-BSN Students Only) .....	26
<b>RN to BSN Admission Process</b> .....	27
Admission Requirements & Process .....	27
RN-BSN Degree Plan.....	28
Demonstrated Competency Credits Policy.....	29

<b>Nursing Student Organizations</b> .....	30
Student Nurses' Association (SNA) .....	30
Sigma Theta Tau International .....	30
College of Health & Human Sciences Ambassadors .....	30
Nursing Student Council .....	30
<b>Nursing Program Events</b> .....	31
Scholarship Recognition.....	31
Pinning .....	31
<b>Registration Procedures</b> .....	32
Academic Advisors .....	32
Orientation.....	32
Registration .....	32
Registration for students currently enrolled at NDSU .....	32
<b>General Education Requirements</b> .....	33
Professional Nursing Guidelines .....	34
Standards of Nursing Practice .....	35
Standards of Professional Performance .....	36
The Code of Ethics for Nurses .....	36
<b>Where to Go for Help</b> .....	37
<b>FAQ's</b> .....	39
<b>Signature Pages</b> .....	43

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**August 2024**

Welcome to the College of Health and Human Sciences! We are excited that you are a student in our college and I want to provide some information that I hope will assist you during your academic journey. Your advisor is a key person to know during your time at NDSU. This individual is available to assist you in planning your program of studies and answering questions about future career options. I urge you to meet regularly with your advisor, especially if you have any questions, concerns, or need help with any academic, College, or campus issues. Faculty and staff are prepared to work with you on an individual basis and help guide you through your journey with us. Additional career information can also be found in our Administrative Offices in Fargo - Sudro 123 and by attending our Annual Career Fair in September.

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

It’s also important that you learn more than just the technical skills to practice in your discipline, but also learn what it means to become a professional and practice professionalism in all situations. You will need to learn how to practice ethically and responsibly, with honesty, integrity, and good moral character and treat others (especially those you serve) with compassion, caring, understanding, and respect. These will be the keys to your future success.

We work to provide a positive learning environment for all of our students, and we strive to continually improve our programs. You are a very important part of this process and we actively solicit your input and active participation through various formats. Students are elected from each class to serve on the Dean’s Liaison Committee. This committee meets with me throughout the year to bring student concerns to the administration’s attention. In addition, the College periodically holds a Deans’ Open Forum to allow students an opportunity to interact directly with the Dean (and his administrative leadership team) on matters of interest and concern to students.

My door is always open to you, so please don’t hesitate to stop by my office if you need my assistance for anything. We encourage you to use these sources as well as visits with faculty, or any of the members of the staff in our Administrative Offices whenever you have issues that need to be brought to our attention. In addition, I encourage you to become actively involved with your profession by joining one of our student professional organizations. This is a great way to learn about what’s going on within your profession and begin contributing to the advancement of your future professional career and practice. This “Handbook” is devoted to academic information to help enhance student success within our programs. We hope you find it helpful. I wish you much success in your educational pursuits with us and in your later professional practice.

Best wishes to you for a successful year!

Teresa Conner, PT, PhD, MBA

Dean, NDSU College of Health and Human Sciences

## **College of Health & 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.

### **Policy 108. 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. 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.

## **SCHOOL OF NURSING INFORMATION**

North Dakota State University offers programs leading to the Bachelor of Science Degree 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 over the course of two years enabling the student to build upon a foundation of liberal arts and natural sciences. The program 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.

To enter the 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 on-line at [www.ndsu.edu/admission](http://www.ndsu.edu/admission). When applying to the University, all students must apply as pre-nursing majors. Student are then moved into the correct sub-plan once accepted into the professional program.

In order to apply to the LPN-BSN program, students must first be successful on the validation exams. The application is then sent to students via e-mail. RN-BSN applicants can find the qualifications for application on the RN-BSN website: [https://www.ndsu.edu/nursing/degrees/rn\\_to\\_bsn\\_track/](https://www.ndsu.edu/nursing/degrees/rn_to_bsn_track/)

**Tuition, fees, 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 an assimilation of knowledge, clinical skill, 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 which 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 nursing program. A candidate must be able to perform all essential functions of the student nurse either with or without accommodation.

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.

## **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. The LPN-BSN Program began in 2003 in collaboration with Sanford (Meritcare). The first class was all Sanford employees. 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 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, free standing nursing program affiliated with the Bismarck hospital for over 100 years. The Bismarck program became known as *NDSU Nursing at Sanford Health*. In the Fall semester of 2014, the pre-licensure BSN program on the Fargo campus expanded from admitting students each Fall semester to admitting students each semester. The RN-BSN program began fall 2017. The second-degree/accelerated program began fall 2023.

### **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.

### **NDSU SON 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 Program Outcomes**

Approved April 2024

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
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 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
10. Demonstrate leadership, innovation, and accountability to practice self-care and to foster lifelong professional development

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

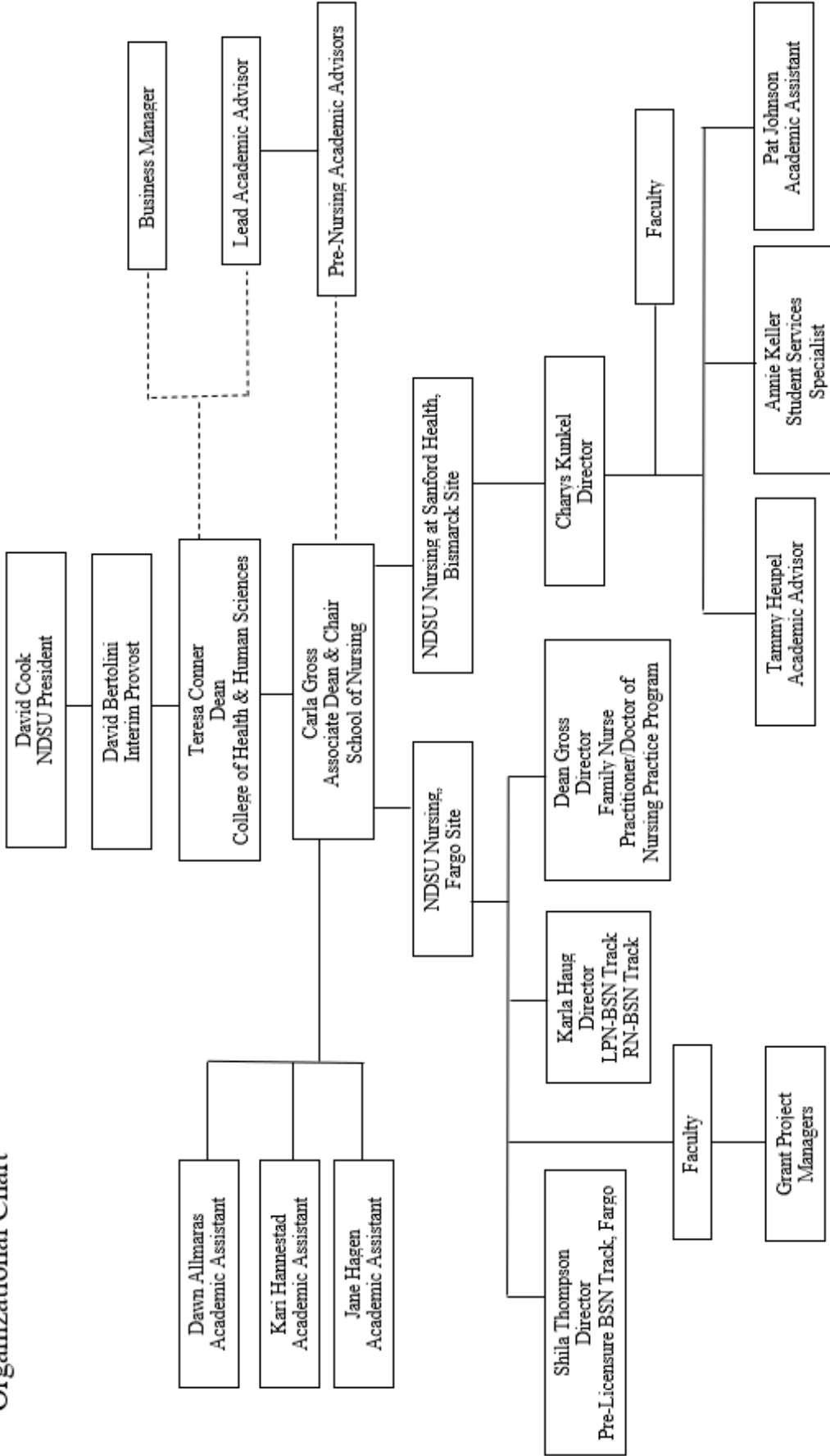
The NDSU School of Nursing stands in commitment to diverse students, faculty, staff and community members to take action to address social and health injustices by addressing discrimination in our environment. As an anti-racist and inclusive School of Nursing we vow to purposefully identify and challenge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

### **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.



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



## **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. 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.
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.

### **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. The use of illicit drugs, as well as the overt misuse of alcohol and/or legally prescribed medications (including, but not limited to, mood altering medications) compromise learning environments 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.

### **Bases 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. 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' testing requirements provided to the student.

Students may use vendors designated by the clinical affiliate. The student is solely responsible for obtaining his/her own appointment for testing, his/her 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 (i.e. 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 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 UNDERGRADUATE GRADING SYSTEM POLICY 3.43**

To prepare (LPN-RN) 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 (to prepare LPN-BSN students for) 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 Readmission to Progression in the Undergraduate Program - 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 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 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 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 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 meet this requirement.

Each student is responsible for securing certification and for submitting verification of certification to the program.

### **SCHOOL OF NURSING LPN-BSN & RN TO BSN STUDENT 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.

### **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. To that end, the Student Complaint Procedures policy is available in the Student Handbook and College Policy Manual.

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 & Human Sciences. In such cases, the student(s) file an appeal using steps one through three outlined above, except the written complain 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 Vice President for Academic Affairs. Once again, the student(s) must file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Provost, rather than the Dean, and would provide evidence substantiating the claim of unfair treatment at prior procedural levels.

## **ADDITIONAL SCHOOL OF NURSING INFORMATION**

### **SCHOOL OF NURSING GENERAL CLINICAL/LAB INFORMATION**

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 Center for Accessibility and Disability Resources 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 NDSU Center for Accessibility and Disability Resources are available for the experience.

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. Electronic copies of these records will be maintained by the School of Nursing Office.

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.

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

If an injury is sustained during clinical experience, the student will

- Notify nursing clinical faculty immediately.
- Follow agency policy to avoid unnecessary costs.
- Complete an incident report (available from the clinical agency); submit one copy to the agency supervisor and one to the nursing clinical faculty. Seek medical advice from an appropriate health care provider. (While some agencies provide Workforce Safety Insurance (workers' compensation) coverage for students, most do not. Assume that costs of care are the responsibility of the student and verify with the clinical instructor).

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.).

### **ASSESSMENT AND EVALUATION OF THE NURSING PROGRAM**

Assessment and evaluation methods will be implemented throughout the program for continuous quality improvement. Students are asked to sign a form providing their permission to use course work for assessment and evaluation purposes.

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

Immunization	Requirements	Renewal
TB	<p>Must have one of the following upon entrance into the program:</p> <ol style="list-style-type: none"> <li>1. <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. The results turned in need to show date each test was administered, the date each test was read; and the result.</li> <li>2. <b>Blood Tests.</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> </ol>	<p>Annually.</p> <p>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.</p> <p>In the event you are even one day late, you would have to repeat the two-step skin test or blood test.</p>
Hepatitis B	<p>A titer showing immunity is acceptable.</p> <p>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.</p>	No renewal needed.
MMR	<p>A titer showing immunity is acceptable.</p> <p>Measles, Mumps, Rubella – again this is a series that was usually completed as a child. Need to show proof of the two MMR shots If student has not had the series, must complete the series as are regularly done.</p>	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.
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.
COVID	While the COVID vaccination is no longer a requirement of most clinical facilities/agencies, the SON may be required to provide documentation if a student is vaccinated or not for tracking purposes. Therefore, students must provide documentation of vaccination status to the SON.	

The purpose for 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 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 Academic Assistant prior to starting clinical experience at 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 to inform the Program Director of any changes in health status while they are a student at NDSU.

## **LPN-BSN ADMISSION REQUIREMENTS**

An alternative curricular pathway is available for the licensed practical nurse with an associate degree, certificate, or diploma in nursing. Nursing courses are offered over six semesters (including summers). Length of the program depends on prior college credit earned and completion of general education courses required for the degree. If the student completes all general education and support course requirements prior to beginning the sequence of nursing courses, the program is part time (6 or less credits per semester). Students are advised (in consultation with their advisor) to design a plan for degree completion that best meets their needs.

All credits from accredited colleges are accepted as transfer credits. A total of 120 credits is needed for the baccalaureate degree. 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 four-year institution(s), and a minimum of 37 upper division credits (including at least 15 from NDSU).

### **Admission Requirements & Process**

1. Admission to NDSU (must have submitted by Sept. 1<sup>st</sup> for spring).
2. Professional Nursing Program Application deadline: October 15th
3. Associate of Arts or Associate of Science Degree or a Diploma in Nursing with completion of 60 or more University Credits.
4. The completion of the following courses with a "C" or higher are required for admission:
  - a. Biology 220/220L & 221/221L: Anatomy and Physiology I and II with lab
  - b. Microbiology 202/202L: Introduction to Microbiology
  - c. English 120: College Composition II
  - d. Communications 110: Fundamentals of Public Speaking
  - e. Psychology 250: Developmental Psychology
  - f. Sociology 110: Introduction to Sociology
5. Current unencumbered Nursing License as a Licensed Practical Nurse in any state or must be eligible for licensure (must obtain license by May and will be admitted on probation pending licensure)
6. Cumulative GPA of a 2.75 or greater and a Nursing GPA of 3.0 or greater
7. Completion of the NLN NACE II (RN-BSN) Exams in the areas of Adult Health, Mental Health, Care of the Child, Care of the Client During Childbearing
  - a. Scores need to pass the exams are determined by the program. Students will be notified of scores at time of testing.
  - b. Exams may be taken twice in a calendar year
  - c. Cost of the exams is subject to change, currently \$35-65/each. Student is responsible for the cost.
  - d. Exams are Computer-Based, and are offered by remote proctor.
8. Completion of Background Check with satisfactory results prior to admission. Students are responsible for costs.
9. Completion of an Essay and/or Interview as requested
10. \$50 Application Capacity Fee (subject to change)
11. Completed Application Form, which includes two References
12. Upon Admission, students must provide documentation of the following:
  - a. CPR for the Healthcare Provider
  - b. Health Status Documentation (form to complete)
  - c. Background Check with fingerprints
13. Additional courses will be required for the nursing major including, Chemistry Concepts (Chem 117/L); Biochemistry (Bioc 260); Introduction to Psychology (Psyc 111).
14. Enrollment in the professional program begins spring semester.
15. Following the successful completion of one semester of nursing courses, the student receives 18 test credits per the validation exams.

**Clinical Requirements**

*Nursing 360: Health Assessment* does have a lab component which may require students to travel to Fargo to complete. *Nursing 406: Public Health* is completed in the second summer. The course instructor works with students to connect with an agency to complete a project. *Nursing 407L: Expanded Clinical Practice for the LPN-BSN*, in the 2<sup>nd</sup> summer, has the largest clinical component. Students are in a clinical group with an instructor in the areas of ICU and a medical/surgical unit. Students also have experiences in labor and delivery, emergency department, operating room, and pediatrics. Clinical will be two –four days a week for about 6 weeks. *Nursing 450: Synthesis and Practicum* is a capstone course which has 120 hours of clinical.

In the LPN-BSN program, attendance at clinical is required. Students must come to clinical well prepared to care for their assigned clients and demonstrate safe nursing practice. A student will notify the instructor and the clinical unit if she/he will be absent prior to the beginning of the clinical experience. During clinical experiences, students are responsible for exhibiting professional attributes of integrity, honesty, accountability, and confidentiality as well as maintaining a professional demeanor.

The majority of clinical experiences for LPN to BSN students are within the Fargo-Moorhead area with a limited number of experiences outside of the metro area. Students are responsible for their own transportation as well as meals, housing, and other costs associated with clinical experiences.

**Clinical Equipment needed for LPN-BSN students includes:**

- 1) Watch with second hand (sweep, preferable)
- 2) Dual headed stethoscope
- 3) Pen light
- 4) Bandage scissors
- 5) Calculator



**College of Health Professions  
School of Nursing  
LPN to BSN Degree Plan**

Year 1		
SPRING	SUMMER	FALL
Validation Exams (April) - Adult Health - Maternal/Child Health - Mental Health		Validation Exams (August) - Adult Health - Maternal/Child Health - Mental Health ** Courses as need based on transfer equivalency
Year 2		
SPRING	SUMMER	FALL
NURS 305 – 3 credits NURS 360 – 4 credits  ** Additional Courses as need basis on transfer equivalency	NURS 307 – 3 credits NURS 420 – 3 credits  ** Additional Courses as need based on transfer equivalency	NURS 372 – 2 credits NURS 374 – 2 credits NURS 405 – 2 credits  ** Additional Courses as need bases on transfer equivalency
Year 3		
SPRING	SUMMER	FALL
NURS 463 – 4 credits NURS 407 – 3 credits (didactic)  ** Additional Courses as need based on transfer equivalency	NURS 407L – 3 credits (clinical) NURS 406 – 4 credits  ** Additional Courses as need based on transfer equivalency	NURS 450 – 4 credits  ** Additional Courses as need based on transfer equivalency

General education courses to be completed prior to or concurrent with first nursing courses:

- Chemistry 117 & 117L: Chemical Concepts and Applications & Lab (only offered fall semester)
- Biochemistry 260: Elements of biochemistry (only offered Spring semester)
- Quantitative Reasoning
- Upper level English
- Humanities & Fine Arts Electives (6 credits total)
- Global Perspectives Elective
- Cultural Diversity Elective

General courses to be completed prior to graduation:

- Electives as need to meet the following requirements: 120 total credits, 60 credits from a 4-year institution, 36 credits completed at NDSU, 36 credits 300-400 level courses.

**LPN-BSN Nursing Courses**

- Nurs 305 Transitioning Professional Identity (3 cr)
- Nurs 307 Concepts of Adult Health (3 cr)
- Nurs 360 Health Assessment (4 cr)
- Nurs 372 Expanded Family Nursing I (2 cr)
- Nurs 374 Expanded Family Nursing II (2 cr)
- Nurs 405 Psychosocial Nursing (2 cr)
- Nurs 406 Community & Public Health (4 cr)
- Nurs 407 Complex Issues in Adult Health (3 cr)
- Nurs 407L Expanded Clinical Practice for the LPN-BSN (3 cr)
- Nurs 420 Evidence Based Practice and Research in Nursing (3 cr)
- Nurs 463 Leadership and Interprofessional Health Care (4 cr)
- Nurs 450 Synthesis/Practicum (4 cr)

### **For LPN-BSN Students Only: ATI Nursing**

All students have purchased ATI to assist them in preparing for completion of the NCLEX ® Exam after graduation. For each course there are a variety of scheduled Practice and Proctored Assessments identified in the syllabus. Points will be given after the Assessments are completed with the required remediation.

*The comprehensive ATI review program offers the following to students:*

- *An assessment-driven comprehensive review program designed to enhance student NCLEX success ®*
- *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.*

#### **Review Modules/eBooks:**

- ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

#### **Tutorials:**

- ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

#### **Assessments:**

- There are practice assessments available to the student **with some being required in specific courses and proctored assessments that are required assignments in specific courses**. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

#### **Focused Reviews/Active Learning/Remediation:**

- Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the Topics to Review. It's highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

## **RN to BSN ADMISSION PROCESS**

Registered nurses can advance to the Bachelor's Degree in Nursing (BSN) with a blended program. On-campus immersions will occur once per semester and all other courses are online. The curriculum is designed to recognize and expand on registered nurses' previous education and professional experiences.

The RN to BSN program can be completed in four semesters. Courses are offered in eight-week blocks, with the exception of the Immersion courses, and NURS 446 and 446L. Online day and half immersions occur at the beginning of each fall and spring semesters. The Immersions are required and are held on Zoom. The program is designed to be part time so that registered nurses can work, attend to other responsibilities, and be successful students.

All credits from accredited colleges are accepted as transfer credits. A total of 120 credits is needed for the baccalaureate degree. Included in the 120 credits must be a minimum of 30 credits from NDSU, and a minimum of 36 upper division credits (including at least 15 from NDSU). RN students will have an academic advisor who also teaches in the RN to BSN program. An advisor will assist in developing a personal plan of study for each student.

There are two clinical experiences in the RN to BSN program. Population Focused Nursing Care (1 credits) and Leadership (1 credit). Each course can be completed at a location that is convenient for the student and will be arranged with the professor's approval.

### **Admission Requirements & Process**

Individuals must first apply for admission to NDSU. The application can be found at the following website: [https://www.ndsu.edu/admission/admission\\_information/application/](https://www.ndsu.edu/admission/admission_information/application/). Upon being accepted to NDSU, students can complete the application for the RN to BSN nursing major.

Requirements for admission to the RN to BSN program:

- Completion of an associate degree in nursing
- Current, unencumbered professional nurse license (RN) or eligible to take the NCLEX before the start of the fall semester (may be accepted to the program contingent on exam results.)
- Admitted to NDSU
- Cumulative GPA of at least 2.75 on 4.0 scale
- Transcripts from all post-secondary schools attended
- Criminal background check with acceptable findings (student responsible for cost); is also completed annually if admitted
- Completed School of Nursing application including a personal statement and may include an interview.
- Two professional references
- Upon Admission, students must provide documentation of the following:
  - Current CPR certification at health provider level
  - Health Status Documentation with immunization history
  - Proof of Health Insurance
  - Background Check with fingerprints
- Upon admission, \$100 deposit (which is applied to first semester tuition) is required. Deposit is non-refundable if enrollment in nursing courses does not occur.

**School of Nursing  
RN to BSN Degree Plan**

**Fall**

Course #	Name of Course	Number of Credits
NURS 326	NDSU RN-BSN Immersion I	1
NURS 356	The Essence of Nursing	3
NURS 420	Evidence Based Practice and Research in Nursing	3
	Total	7

**Spring**

Course #	Name of Course	Number of Credits
NURS 346	NDSU RN-BSN Immersion II	1
NURS 386	Chronicity Throughout the Lifespan	3
NURS 366	Quality and Safety in Health Care	3
	Total	7

**Fall**

Course #	Name of Course	Number of Credits
NURS 426	NDSU RN-BSN Immersion III	1
NURS 446	Population Focused Nursing Care	3
NURS 446(L)	Population Focused Nursing Care (clinical component)	1
	Total	5

**Spring**

Course #	Name of Course	Number of Credits
NURS 456	NDSU RN-BSN Immersion IV	1
NURS 462	Nurses as Leaders	3
NURS 462(L)	Leadership (clinical component)	1
NURS 478	BSN Capstone	3
	Total	8
	<b>Nursing Curriculum Total</b>	<b>27</b>

**All nursing students at NDSU must complete an upper level writing course. It is recommended that students enroll in ENGL 325 Writing for Health Professionals (3 credits).**

Note: Nursing courses, with exception of Immersions and NURS 446 and 446L, will be offered in 8-week blocks.

For RN to BSN students, Immersion course attendance is required. It is expected that students enter their online courses at least three times per week. The student is responsible for frequent communication with the course instructor, especially if the student is having difficulties meeting course expectations. Clinical experiences are scheduled independently with guidance from course instructor.

### **RN to BSN Demonstrated Competency Credits Policy**

**Degree Program:** This policy applies to the RN to BSN track of the BSN program. It does not apply to the Pre-Licensure BSN track, the LPN to BSN track, or the BSN to DNP track.

**Twenty-five** credits will be awarded to candidates who have successfully completed an Associate of Science in Nursing Degree or an Associate of Arts in Nursing Degree and have passed the NCLEX. Candidates will submit a copy their transcripts and a copy of their RN licensure when applying to the RN to BSN program.

**Eighteen** credits will be awarded to candidate who have successfully completed an Associate of Applied Science in Nursing Degree and have passed the NCLEX. Candidates will submit a copy of their transcripts and a copy of their RN licensure when applying to the RN to BSN program.

**Awarded Credits:** Awarded credits will apply to the Nursing Major credits at NDSU. These credits satisfy proven RN competencies.

**Transcript:** The credits will be awarded on the candidates' NDSU transcript as 300 and 400 level credits after the completion of the first semester of the RN to BSN program.

## **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.

### **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.

### **Sigma Theta Tau International**

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

Sigma Theta Tau International'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, Jamestown College, Concordia College, Mayville State University, and Minnesota State University, sponsor Xi Kappa Chapter.

### **College of Health & Human Sciences Ambassadors**

The College of Health Professions Ambassadors is a selective student organization of 25-30 members 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 & 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 & 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 Council**

Representatives of each class including LPN and RN to BSN students as well as a representative of the Student Nurses' Association form the undergraduate Nursing Student Council meets monthly with the School of Nursing Associate Dean/Chair. Students are encouraged to communicate concerns to their representatives.

## NURSING PROGRAM EVENTS

### **Scholarship Recognition**

Each September the College of Health & Human Sciences sponsors a career fair and 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 required to attend.

### **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, 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.

## REGISTRATION PROCEDURES

### Academic Advisors

Students in the LPN to BSN and RN to 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.

### Orientation

North Dakota State University (NDSU) provides orientation for all new undergraduate students, both entering freshmen and transfer students taking on-campus courses. Individuals entering NDSU for the first time as full-time students are expected to participate.

The purpose of orientation is to familiarize new students with the philosophy, programs, and student services at NDSU. The orientation program is designed to introduce new students to campus life through involvement with upper class student leaders for first-hand information. At the conclusion of the orientation program, students receive comprehensive registration assistance.

### 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.

### 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.*



## GENERAL EDUCATION REQUIREMENTS

These requirements apply to all students who enter NDSU in pursuit of a baccalaureate/professional degree. Refer to [www.ndsu.edu/registrar](http://www.ndsu.edu/registrar) for a current and complete listing of General Education course offerings, policies and transfer procedures. Only courses approved by the General Education Committee and University Senate may fulfill category requirements.

A student who has completed an associate of arts or an associate of science degree general education program in the United States or Canada at a regionally accredited institution and who transfers to NDSU or who pursues a second baccalaureate degree at NDSU is considered to have completed his or her lower-division general education requirements at NDSU.

*NOTE: Before making course selections, students should check with their advisors for possible additional college requirements.*

**Total Required Credits from General Education Categories =.....39**  
Some programs of study require additional or specific general education requirements. **Consult your curriculum guide or advisor.**

**For the most current list of General Education Courses and please go to:** <https://catalog.ndsu.edu/academic-policies/undergraduate-policies/general-education/>

## 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) ([ipecollaborative.org](http://ipecollaborative.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.

The Essentials: Core Competencies for Professional Nursing Education<sup>1</sup>

### **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 judgement 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 application of innovation and evidence-based practice.

**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.<sup>9</sup>
- 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.

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

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

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

1. The nurse practices with compassion and respect for the inherent dignity, worth and attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. 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.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, reserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. 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.
7. 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.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. 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

## WHERE TO GO FOR HELP

<b>TOPIC/PROCEDURE:</b>	<b>SOURCE/CONTACT:</b>	<b>LOCATION:</b>
Academic Deficiencies	<ul style="list-style-type: none"> <li>• Advisor</li> <li>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a></li> </ul>	Ceres 110 231-7981
Academic Policies	Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.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="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> </ul>	Ceres 110 231-7981
Advanced Placement	<ul style="list-style-type: none"> <li>• The individual departments</li> <li>• Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a></li> </ul>	Ceres 110 231-7981
Appeal for exception to academic regulations	Office of Registration & Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a>	Ceres 110 231-7981
Appeal a grade	Student Rights & Responsibilities refers to the Grade Appeals Board at: <a href="https://www.ndsu.edu/fileadmin/policy/337.pdf">https://www.ndsu.edu/fileadmin/policy/337.pdf</a>	Memorial Union 250, main level 231-6560
Apply for loan	<ul style="list-style-type: none"> <li>• Student Financial Services <a href="http://www.ndsu.edu/onestop/finaid/">www.ndsu.edu/onestop/finaid/</a></li> <li>• One Stop <a href="http://www.ndsu.edu/onestop/finaid/">www.ndsu.edu/onestop/finaid/</a></li> </ul>	Memorial Union 176 231-6200
Apply for scholarship	Office of Admission <a href="https://www.ndsu.edu/admission/financial_aid">https://www.ndsu.edu/admission/financial_aid</a>	Ceres 114 231-8643
One Stop	One-stop student service center (assistance from Customer Account Services, Registration & Records and Student Financial Services) <a href="http://www.ndsu.edu/onestop">www.ndsu.edu/onestop</a>	Memorial Union, main level
Career Guidance/Information	Counseling Center (Career Counseling/ Support Services) <a href="https://www.ndsu.edu/counseling/">https://www.ndsu.edu/counseling/</a>	Ceres 212 231-7671
Career/Job Search (Placement Program)	<ul style="list-style-type: none"> <li>• Career Center, <a href="http://www.ndsu.edu/career/">www.ndsu.edu/career/</a></li> <li>• Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a></li> </ul>	Ceres 306 231-7111
Check content of courses	Current NDSU Catalog & Departments <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a>	
Check on a grade	<ul style="list-style-type: none"> <li>• Campus Connection Student Portal <a href="http://www.ndsu.edu/onestop">www.ndsu.edu/onestop</a></li> <li>• Instructor of course</li> </ul>	
Continuing Education	Distance and Continuing Education <a href="http://www.ndsu.edu/dce/">www.ndsu.edu/dce/</a>	FLC 314 231-7015
Credit by examination (Challenging a course, PEP or CLEP tests)	<ul style="list-style-type: none"> <li>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Counseling Center <a href="https://www.ndsu.edu/counseling/">https://www.ndsu.edu/counseling/</a></li> <li>• Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a></li> </ul>	Ceres 110 231-7981 Ceres 212 231-7671
Disability Services	NDSU Center for Accessibility and Disability Resources <a href="http://www.ndsu.edu/disabilityservices/">www.ndsu.edu/disabilityservices/</a>	Lower Level of Main Library 231-8463
Discuss personal problems	<ul style="list-style-type: none"> <li>• Advisor</li> <li>• Program Director</li> <li>• Counseling Center <a href="https://www.ndsu.edu/counseling/">https://www.ndsu.edu/counseling/</a></li> </ul>	Ceres 212 231-7671
Financial Aid Information	<ul style="list-style-type: none"> <li>• Student Financial Services <a href="http://www.ndsu.edu/onestop/finaid/">www.ndsu.edu/onestop/finaid/</a></li> <li>• Bison Connection <a href="http://www.ndsu.edu/onestop/finaid/">www.ndsu.edu/onestop/finaid/</a></li> <li>• Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a></li> </ul>	Memorial Union Main Floor 231-6200

<b>TOPIC/PROCEDURE:</b>	<b>SOURCE/CONTACT:</b>	<b>LOCATION:</b>
General Education Requirements	<ul style="list-style-type: none"> <li>• Office of Registration and Records <a href="http://www.ndsu.edu/registrar">www.ndsu.edu/registrar</a></li> <li>• Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a></li> </ul>	Ceres 110 231-7981
Grades & Honor Points	<ul style="list-style-type: none"> <li>• Advisor</li> <li>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a></li> </ul>	Ceres 110 231-7981
Graduation Requirements	<ul style="list-style-type: none"> <li>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a></li> </ul>	Ceres 110 231-7981
Health Service	<ul style="list-style-type: none"> <li>• NDSU Wellness Center <a href="http://www.ndsu.edu/wellness/">www.ndsu.edu/wellness/</a> <a href="https://www.ndsu.edu/studenthealthservice">https://www.ndsu.edu/studenthealthservice</a></li> <li>• Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a></li> </ul>	Wallman Wellness Center, 231-5200 Student Health Service, 231-5200
Major Requirements	<ul style="list-style-type: none"> <li>• Advisor</li> <li>• This Handbook-see Curriculum</li> <li>• Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a></li> </ul>	
Pass/Fail	<ul style="list-style-type: none"> <li>• Advisor</li> <li>• Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a></li> <li>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> </ul>	Ceres 110 231-7981
Registration	<ul style="list-style-type: none"> <li>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Campus Connection Student Portal <a href="http://www.ndsu.edu/onestop">www.ndsu.edu/onestop</a></li> </ul>	Ceres 110 231-7981
Remove an Incomplete	Course Instructor	
Residence Classification	<ul style="list-style-type: none"> <li>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a></li> </ul>	Ceres 110 231-7981
Student Organizations	<ul style="list-style-type: none"> <li>• Campus Directory</li> <li>• College of Health Professions – Student Nurses’ Association (SNA)</li> <li>• Student Government <a href="https://www.ndsu.edu/sg/">https://www.ndsu.edu/sg/</a></li> <li>• Student Activities Office <a href="https://www.ndsu.edu/studentactivities/">https://www.ndsu.edu/studentactivities/</a></li> </ul>	See Table of Contents Sudro 123 231-7601 Memorial Union 126 231-8461 Memorial Union 120 231-7787
Study Abroad Programs	<ul style="list-style-type: none"> <li>• Office of International Programs <a href="https://www.ndsu.edu/international/">https://www.ndsu.edu/international/</a></li> <li>• Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a></li> </ul>	Memorial Union 116 231-7895
Study Skills	Education 123 (offered each semester) School of Education <a href="http://www.ndsu.edu/education/">www.ndsu.edu/education/</a>	Main Office FLC 210 231-7921
Summer Study	<ul style="list-style-type: none"> <li>• Director of Summer School</li> <li>• Current NDSU Catalog <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a></li> </ul>	Old Main 103 231-8492
Tri-College University Office	<ul style="list-style-type: none"> <li>• Tri-College Downtown Campus Fargo <a href="https://www.tri-college.org/">https://www.tri-college.org/</a></li> </ul>	650 NP Ave Renaissance Hall #110 231-8170

TOPIC/PROCEDURE:	SOURCE/CONTACT:	LOCATION:
Tutor ACE (Academic Collegiate Enhancement)	<ul style="list-style-type: none"> <li>Office of TRIO Programs <a href="https://www.ndsu.edu/triosss/">https://www.ndsu.edu/triosss/</a></li> <li>Learning Services/Orientation Coordinator (ACE) <a href="https://www.ndsu.edu/ace/">https://www.ndsu.edu/ace/</a></li> </ul>	Ceres 335 231-8028 West Dining Center room 20 (lower level) 231-5554
Tutor – Math	Math Dept. Tutors and Math Instructors <a href="https://www.ndsu.edu/math/">https://www.ndsu.edu/math/</a>	Minard 300 231-8171
University Rules & Regulations	Current NDSU Catalog (see University Policies) <a href="https://catalog.ndsu.edu/">https://catalog.ndsu.edu/</a>	
Veterans Information	Office of Registration & Records <a href="https://www.ndsu.edu/veterans/">https://www.ndsu.edu/veterans/</a>	Ceres 211 231-7985 800-608-6378
Withdraw to zero credits	Registration and Records <a href="https://www.ndsu.edu/registrar/">https://www.ndsu.edu/registrar/</a>	Ceres 110 231-7981 One Stop (MU) 231-8297
Writing Skills	<ul style="list-style-type: none"> <li>Center for Writers <a href="http://www.ndsu.edu/cfwriters">www.ndsu.edu/cfwriters</a></li> </ul>	Main Library, lower level, 231-7927 Morrill 219 231-7143

## IMPORTANT FREQUENTLY ASKED QUESTIONS

**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 Catalog (<https://catalog.ndsu.edu/>), your advisor, Administrative Office in Sudro 123, the Office of Registration & Records in Ceres 110, or Bison Connection in the Memorial Union.

### CREDITS

**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 may not transfer to the College of Health & Human Sciences. Some technical courses may not fit your degree program and in this case some extra work may be required. For evaluation of transfer credit see current NDSU Catalog.

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

**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 course was dropped prior to the Record Drop deadline in a given term. Student must be registered at NDSU during the semester in which you wish to challenge a course. Further, credits earned by course challenge will not satisfy requirements toward a graduate degree. Procedures for pursuing a course challenge include the following:

1. Obtain a Petition for Course Challenge form available online at <https://www.ndsu.edu/onestop/student-forms>
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 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, "Substitute/Waive a Course" at [www.ndsu.edu/](http://www.ndsu.edu/), you state exactly why you think you should have a waiver. The 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. A student who has completed an associate of arts or an associate of science degree general education program in the United States or Canada at a regionally accredited institution and who transfers to NDSU or who pursues a second baccalaureate degree at NDSU is considered to have completed his or her lower-division general education requirements at NDSU.

**What are the General Education Requirements?** The General Education Requirements are listed in the current NDSU Catalog. 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).

**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 One Stop 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." The 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 current NDSU Catalog. The College of Health Professions 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 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 student's success during advising week.

**What is a deficient student in the College of Health & 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 & 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. See the NDSU Catalog for details (<https://catalog.ndsu.edu/>).

#### **MINORS**

**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 18. To determine the exact number of credits that you will need for a minor, check with your advisor, the department website or One Stop.

#### **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/connect/>

**Do I need to see my advisor about my semester schedule?** Yes, make an appointment with your advisor during advising week 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 web site ([www.ndsu.edu/registrar](http://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, [www.ndsu.edu/registrar/forms](http://www.ndsu.edu/registrar/forms) . Process your withdrawal at Bison Connection in the Memorial Union, during regular business hours, Monday through Friday.

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

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

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

**What if I think 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.

**Who are the Administrators?** The Interim Dean of the College of Health & Human Sciences is Dr. Ronald Werner-Wilson. He is eager to meet students and is deeply concerned about the kind of education they receive, as well as problems facing students at NDSU. To set up an appointment with him, contact his assistant at 231-6469. The Dean's Office is in the Administrative Office, Sudro Hall 123.

The Associate Dean of Nursing is Dr. Carla Gross. She may be reached at 231-7772, Aldevron Tower (ALDT) 540T  
LPN-BSN Program Director: Karla Haug, 701-231-5128, ALDT 540S

*The following forms will be provided electronically on Verified Credentials for your signature.*

### **Consent Form for Sharing Work**

I give permission to NDSU School of Nursing to use my course work in the format of a portfolio for assessment and evaluation purposes. Assessment and evaluation methods will be implemented throughout the program for continuous quality improvement.

I also give permission to NDSU School of Nursing professors to share exemplar assignments for educational purposes only.

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Signature

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Date

## 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:** \_\_\_\_\_

## **Risk Awareness Agreement**

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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Signature

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Date

## Signature page for LPN-BSN and RN to BSN Handbook

By signing this form, you affirm that you have read the current North Dakota State University LPN & RN to BSN Nursing Handbook, and agree to adhere to all policies and guidelines within.

Please review Handbook Acknowledgement at the following link:

<https://www.ndsu.edu/nursing/degrees/handbooks/>

This form needs to be signed yearly.

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Signature

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Date