Department of Nursing
Undergraduate Nursing Programs
Student Handbook
2018-2019
Welcome Students!

We are very pleased to welcome you to the College of Nursing and Professional Disciplines. Congratulations on embarking on your new career in nursing with us. You are entering an exciting time in the delivery of health care in the state of North Dakota and throughout the nation. Your experiences with us will provide the knowledge, skills and abilities to lead the way. During your studies at the College of Nursing & Professional Disciplines you will engage with challenging courses, exceptional faculty and wonderful mentors. You will also develop relationships with lifelong friends and colleagues. Our faculty and staff are here to support your program of study and will assist you with all phases of your academic journey.

We have prepared this Baccalaureate of Science in Nursing Handbook to provide you with information about academic and general student matters that can facilitate your learning experiences and interactions in the CNPD. Please review both the Department of Nursing Student Handbook as well as the following Undergraduate Nursing Handbook prior to signing the acknowledgement statement, posted at the link provided to you.

Other resources that will assist you are the University of North Dakota University of North Dakota Undergraduate and Graduate Academic Catalog and the UND Code of Student Life found respectively on the Office of the Registrar and Office of Student Rights and Responsibilities websites.

Our dedicated faculty and staff are here to help you succeed in your undergraduate nursing education. Please feel free to consult with us if you need further information or clarification on any content in this handbook.

Wishing you a successful school year!

Dr. Gayle Roux, PhD, NP-C, FAAN
Professor and Dean
College of Nursing and Professional Disciplines

Stephanie Christian, RN, MS
Undergraduate Program Chair
College of Nursing and Professional Disciplines
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BACCALAUREATE NURSING PROGRAM

BACCALAUREATE NURSING PROGRAM OUTCOMES

The undergraduate nursing curriculum prepares professional nurses to work in a variety of settings, building upon a foundation of liberal arts, sciences and nursing to produce a graduate who will be able to:

1. Assume responsibility for leadership and management within healthcare systems that are influenced by health care policy, economics, and regulatory environments.

2. Utilize theoretical and research evidence to inform practice and make clinical judgments, in collaboration with other team members.

3. Demonstrate competency in integrating innovations in patient care technology while maintaining the patient as the focus of care.

4. Communicate and collaborate effectively while working with individuals, families, groups, populations and the health care team to improve health care outcomes.

5. Demonstrate values consistent with the practice of professional nursing, including caring, honesty, civility, social justice, and respect for all persons.

6. Demonstrate knowledge, skills, and attitudes necessary to provide safe, competent nursing care with diverse populations across the life span.
BSN TRADITIONAL TRACKS

The Department of Nursing offers two options which lead to a Bachelor of Science in Nursing.

TRADITIONAL TRACK

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

RN TO BSN TRACK

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

ADVISEMENT AND REGISTRATION

ACADEMIC ADVISEMENT

Each undergraduate student is assigned an Office of Student Services (OSS) and a nursing faculty advisor. In addition, students in the RAIN program are assigned a RAIN advisor. Students are strongly encouraged to see their OSS advisor each semester. Advising includes much more than course selection. Advisement with an OSS advisor is particularly important prior to admission to the program, prior to each registration period and prior to graduation from the program. Students are ultimately responsible to see that all academic requirements are completed, however advisors are available to assist you whenever possible. It is helpful to make an appointment in advance online through the Starfish system. Advisor assignments are available in Campus Connection, or through inquiry at the OSS. Nursing faculty advisors are available to assist students with academic questions or concerns.
ADMISSION CRITERIA FOR TRADITIONAL BSN PROGRAM – POLICY 206

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>206</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>Admission Criteria for Traditional BSN Program</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Undergraduate Council</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>10/13/17</td>
</tr>
</tbody>
</table>

A. Overview
In order for students to assure their nursing program application will be considered applicants must apply for admission to University of North Dakota (UND) and submit required documentation by the posted UND deadlines. Student must be admitted to UND prior to applying to the Nursing program.

B. Admission Committee and Selection Process
The admission review committee will be composed of the Director of the Office of Student Services, Undergraduate Nursing Department Chair, and an assigned full-time faculty member(s). Admission decisions are made using a blind review process. Applicants who are not granted admission are notified and are eligible to reapply in a subsequent semester. A limited number of students will be placed on a waiting list if there is an excess of qualified applicants. In the event that a student has not received notification in the above stated timely fashion, it is the student's responsibility to contact the Office of Student Services in the Department of Nursing to inquire about the status of their application.

C. Traditional On-Campus BSN Program Admission
Traditional BSN courses are sequenced to build upon one another over four semesters. Students may begin the four semester sequence in either the fall or spring semester. Application and admission dates and deadlines will be posted on the CNPD website. Students who currently hold an unencumbered LPN license must follow and apply following the same guidelines as traditional students.

I. Direct Admission: Direct admission is a criterion-based early admission program for pre-nursing students who have exemplary academic performance during high school. Direct admission will be limited to the top 20 qualified candidates. Direct admissions will occur once per academic year. Students who are not selected for direct admission must apply for admission to the traditional BSN program through the standard admission process.

1. Admission Criteria for Direct Admission (students must meet all criteria):
   ✓ Must be admitted to the University of North Dakota as a senior in high school anticipating becoming a full-time freshman student the next academic year with declared intent to pursue a baccalaureate degree in nursing on their UND admission application.
   ✓ Must have earned a high school GPA of 3.5 or higher.
   ✓ Must have earned a composite ACT score of at least 27 or a combined SAT score of at least 1280 in the previous 2 years.
   ✓ Preference will be given to those students graduating from a ND high school.
   ✓ Transfer students are not eligible for admission through direct admission.
   ✓ Direct Admission will be limited to the 20 students with the highest combined high school GPA, ACT or SAT scores and state of high school graduation. In the event of a tie, admission will be determined by random selection.
2. **Progression Criteria for Direct Admission Students:**
   ✓ Must maintain a cumulative GPA of 3.5 in all UND undergraduate coursework up until admission to the nursing program.
   ✓ Must obtain a minimum grade of B or higher in all ‘core’ courses.
     - English Composition 120 or 125 or 130
     - Sociology 110 or 115 or Anthropology 171
     - Chemistry 116/Lab Organic Biochemistry (or Chemistry 122/Lab & Biology 150, 151/Labs)
     - Anatomy 204 (Human Anatomy)
     - PPT 301 (Human Physiology)
     - MBIO 202/202L
   ✓ Must obtain a C or higher in all other prerequisite nursing coursework.
   ✓ No withdrawals or repeats will be allowed in any nursing prerequisite coursework.
   ✓ Must meet all criteria for standard admission, with the exception of the TEAS exam.
   ✓ If a ‘direct admit’ does not maintain all of the above listed criteria they will not retain their ‘direct admit’ status. The student is able to apply to the traditional BSN program through the standard admission process.

II. **Standard Admission:**

**Admission Criteria for Standard Admission:**
 ✓ Admission to the University of North Dakota.
 ✓ A minimum cumulative grade point average of 2.75.
 ✓ Achieve minimum score of “Proficient” on ATI TEAS test.
 ✓ Students with a previously earned bachelors’ degree do not need to take ATI Teas. Degree must be posted on transcript.
 ✓ Completion of the following courses or equivalents with a letter grade of a C or better:

   **Semester 1:**
   - English 110
   - Chemistry 115/115L
   - Psyc 111
   - *Soc 110, Soc 115 or Anthropology 171
   - Math 103

   **Semester 2:**
   - *English 120, 125 or 130
   - *Chemistry 116/116L
   - *Anat 204
   - Essential Studies course (3 cr)

   **Semester 3:**
   - *Mbio 202/202L
   - *PPT 301
   - N&D 240
   - Essential Studies course (3 cr)

   *Core courses used in admission calculation.

 ✓ Completion of the following courses with a grade of “C” or better prior to beginning nursing courses:

   **Semester 4:**
   - Statistics (3-4 cr)
   - Pharm 315
   - Psyc 250
• Essential studies courses (6 credits)
  ✓ Core nursing prerequisite coursework may be repeated or withdrawn from a maximum of
    one time per course. The highest grade of two attempts will be used in admission process.

D. Admission Acceptance Criteria
Upon notice of admission to the Traditional BSN On-Campus Nursing Program students must submit
the signed admission acceptance form and a non-refundable deposit towards the program fee by the
date indicated on the Admission Acceptance form. Failure to return the acceptance form and deposit
by deadline will result in loss of nursing placement. Current verifications, drug testing and designated
background check, with acceptable results, will be required and details are provided in admission
letter.

E. Admission of Transfer Nursing Students
Students transferring from another nursing program must meet standard admission criteria. Programs
from which students transfer must be accredited. A letter of good standing from the nursing program
must be provided with application.

See APPENDIX A: Current Pre & Traditional Nursing Curriculum (Ending May, 2019)
See APPENDIX B: Pre-Nursing & Concept Based Nursing Curriculum (Starting Fall, 2017)

ADMISSION POLICY RN TO BSN – POLICY 215

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Policy Name:</td>
<td>Admission Policy RN to BSN</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Undergraduate Council</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>12/15/15 (Nursing Faculty)</td>
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</table>

Completed online applications received by July 1 will be considered for the following fall admission.
Applications will be accepted once per calendar year.

Applications are accepted from licensed RN’s, from either an accredited Diploma program or an
accredited Associate Degree Program.

Prior to application, the following must be completed:

1. Admission to the University of North Dakota

2. All transcripts from other universities or colleges must be submitted to the University of North
   Dakota. Transfer course equivalency must be determined by official transcript. If transfer courses
   are not deemed equivalent on the official transcript, the student may submit a petition to review
   course work for course equivalency. This must be submitted prior to the application deadline.

3. Minimum 2.75 overall and UND GPA

4. Submission of copy of a current, unencumbered RN license.

5. Completion of the following courses with a grade of “C” or better:
   • English Composition II
• Introduction to Psychology
• Introduction to Sociology, Social Problems, or Cultural Anthropology
• Developmental Psychology
• Anatomy
• Physiology
• General Nutrition
• Statistics
• Microbiology
• Pharmacology

6. Completion of the UND Public Health Clinical Approval form. The RN to BSN program may not be able to accommodate public health clinical experiences in some states due to specific state board of nursing regulations. Clinical placements in the states of North Dakota and Minnesota do not need to be cleared with those Boards of Nursing. Applicants in all other states must contact their State Board of Nursing for completion of the UND Public Health Clinical Approval Form as part of the application process. Admission to the RN to BSN program is based on the state regulations regarding clinical placement and the programs ability to meet those requirements.

Important Deadlines:

- **July 1:** Applications for Fall Admission completed
- **July 1:** Petitions pertaining to Fall Admission to the College of Nursing and Professional Disciplines must be submitted in order to be considered.
- **Prior to beginning the nursing program:** Verifications must be completed and uploaded into verification tracker. Please refer to Undergraduate Nursing Student Handbook.

**Admission Acceptance Requirements:**

Upon notice of admission to the RN to BSN Nursing Program, students must submit the signed admission acceptance form and a non-refundable deposit towards the program fee by the date indicated on the Admission Acceptance form. Failure to return the acceptance form and deposit by deadline will result in loss of nursing placement. Current verifications and designated background check, with acceptable results, will be required and details are provided in admission letter.

Approved by Undergraduate Council R 12/11/15
Approved by Nursing Faculty 12/15/15
1) Credit for nursing courses may be established by direct transfer for the graduate of a regionally accredited associate degree (A.D.) program or through evaluation by the College of Nursing and Professional Development (CNPD).

2) CNPD students who are graduates of associate degree programs of nursing may wear a name pin with "R.N." following their name and may sign "R.N." after their name when in a clinical site if they are currently licensed in the state of the clinical site.

3) In consultation with their faculty advisor, registered nurse students enrolled in the CNPD may be permitted to challenge nursing courses prior to the completion of prerequisite support courses.

4) Should a RN's license become encumbered, suspended, or revoked while enrolled in the CNPD, that student may be barred from clinical nursing courses contingent upon the nature of the encumbrance and CNPD resources to supervise these students. It is the student's responsibility to inform the CNPD of any change in the state of their license. Those who do not will be subject to disciplinary action.

5) RN-BSN students must adhere to undergraduate nursing policies and the undergraduate student handbook.

See APPENDIX C: RN/BSN Nursing Curriculum Sequence
UNDERGRADUATE STUDENT FUNCTIONAL ABILITIES – POLICY 205

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>205</th>
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</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>Undergraduate Nursing Student Functional Abilities</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>10/24/14</td>
</tr>
</tbody>
</table>

The Department of Nursing Undergraduate students must be able to perform the functional abilities in each of the following categories: gross motor skills, fine motor skills, physical endurance, physical strength, mobility, hearing, visual, tactile, smell, reading, arithmetic competence, emotional stability, analytical thinking, critical thinking skills, interpersonal skills, and communication skills. These abilities can be found on the "Common Activities/Tasks Required in the Nursing Profession" document. However, it is recognized that degrees of ability vary widely among individuals. Individuals are expected to discuss questions about abilities with their advisor, instructor, and the Director of the Office of Student Services (OSS).

Requests for accommodation must be made upon acceptance of admission to the Nursing program. If after admission the student requires accommodation, the OSS must be notified. In addition, if a student wishes to request an accommodation, he/she must apply at Disability Support Services (DSS), 190 McCannel Hall, 701-777-3425. DSS will verify the existence of the disability and a need for accommodations.

If the student signs a release, DSS may speak with the Director concerning the specific accommodations. It is the responsibility of the student and the Director, in consultation with the Undergraduate Department Chair, to agree on reasonable accommodations. The final determination of the accommodations and their delivery will be the responsibility of the Department of Nursing. Students can appeal a decision pursuant to Department of Nursing, Academic Grievance Policy for Students.

Approved by Undergraduate Nursing Student Concerns Committee 4/19/01, R 9/6/01; R 11/09/07
Approved by Nursing Faculty Organization 5/04/01, R 9/20/01; R 12/07/07
Reviewed by UND Legal Council 07/25/01
Approved by Nursing Faculty 10/24/14

The actual list of common activities/tasks required in the nursing profession is available at http://nursing.und.edu/programs/bsn-on-campus/admission.cfm. These policies are also available upon request. These policies provide a framework for relating functional ability categories and representative activities/attributes to self/limitations and accommodations.

See APPENDIX D: Undergraduate Nursing Student Functional Capabilities Form
The Undergraduate Nursing process integrates Assessment Technologies Institute (ATI) products into the curriculum to enhance student academic and NCLEX success. The assessments and learning activities provide opportunities for students to improve content knowledge and test taking abilities. Students are encouraged to review assessment data throughout the program to identify individual areas of strength as well as areas for needed improvement. Faculty advisors are encouraged to review ATI assessment data with their advisees. The schedule for distribution of ATI materials, assigned ATI assessments and resources is referred to in Procedures 409a, 409b, 409d and 409e.

The following ATI content areas and assessments are included in the pre-licensure curriculum:

- Fundamentals
- Nursing Care of Children
- Community Health Nursing
- Medical Surgical Nursing
- Mental Health
- Pharmacology
- Leadership & Management
- Maternal Newborn Nursing
- RN Comprehensive NCLEX Predictor
- Dosage Calculations

ATI resources and tutorials will be used in classroom, clinical and laboratory settings. These resources include:

- Learning Systems RN
- Nurse Logic 2.0
- Media clips
- Learning templates

Approved by Nursing Faculty 11/16/12; 0/24/14
Approved by Undergraduate Nursing Council 11/9/12; 12/12/14; 11/17/17

See APPENDIX E: Integration of ATI Materials into Undergraduate Curriculum – Procedure 409a
See APPENDIX F: ATI Schedule: Traditional Curriculum – Procedure 409b
See APPENDIX G: Integration of ATI Materials into Undergraduate Curriculum – Procedure 409d
See APPENDIX H: ATI Schedule for CBC (Beginning Fall 2017) Procedure 409e
The following grading and evaluation practices apply to all nursing students in the Undergraduate BSN program at the University of North Dakota. Grades in individual theory and clinical courses are determined by course faculty, based on the assignments to assess student learning and attainment of objectives within their courses, which are identified in course syllabi.

1. **Grading**
   - Letter grades are given for nursing theory and clinical courses. Students must earn a minimum grade of "C" and maintain an overall GPA of 2.75 or better in all required courses in the program. A final grade of D or F is considered to be a course failure. According to University policy, grades cannot be given over the telephone or discussed over e-mail.

2. **Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92.00-100%</td>
</tr>
<tr>
<td>B</td>
<td>83.00-91.99%</td>
</tr>
<tr>
<td>C</td>
<td>74.00-82.99%</td>
</tr>
<tr>
<td>D</td>
<td>66.00-73.99%</td>
</tr>
<tr>
<td>F</td>
<td>Below 65.99%</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

   - There will be no rounding up of grades for any reason
   - There will be no extra credit offered for any reason
   - All students must achieve an average of 74% on all exams to pass the course

3. **Point Allocation**
   Point allocation will be the same for all courses in the curriculum, as noted below.

<table>
<thead>
<tr>
<th>Course Credit</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 credit</td>
<td>200 – 300</td>
</tr>
<tr>
<td>2 credit</td>
<td>300 – 400</td>
</tr>
<tr>
<td>3 credit</td>
<td>400 – 500</td>
</tr>
<tr>
<td>4 credit</td>
<td>500 – 600</td>
</tr>
</tbody>
</table>

4. **Active Learning**
   - In addition to assignments such as reading, active listening, collaboration and reflection, the courses in the curriculum will involve active learning participation. Students will be expected to participate in active learning through discussion, small group activities, presentations, writing, problem-solving, case studies, role playing, and displaying professional behaviors in the classroom.
• These activities may be graded to promote the use of evidence-based research, analysis, synthesis and evaluation of course content with the goal of improving student learning outcomes.

• Graded activities will include a rubric to provide grading consistency and expectations.

5. Assignments/Quizzes/Clinical Paperwork
   • All assignments must be submitted on time in the manner specified by the course faculty.
   
   • Late work will not be accepted and the student will receive a 0%, unless the late submission has been approved by the course faculty at least 24 hours prior to the date the work is due.

   • Late assignments may affect the final grade in the course.

6. Test Blue Print
   • All courses will include an internal Test Blue Print for each exam in the course.

   • The Test Blue Print will follow the format of the Test Blue Print in Assessment Technologies, Inc. (ATI) or ExamSoft and will provide information on the percentage of test questions in each content area.

7. Exams/Clinical/Lab Experiences
   • Assessment of student learning exams are given in all theory courses.

   • A comprehensive exam or project will be given at the end of the semester in every theory course.

   • Students must notify the course faculty at least one hour prior to missing a scheduled exam, lab, or a clinical experience. It is the student's responsibility to notify the faculty by sending an email through the UND e-mail system of their inability to be present. Phone calls and text messages are not acceptable means of notification. Any exams must be made up within the time-frame outlined in individual course faculty syllabi.

   • A student may challenge an exam question by providing a written statement (including supporting evidence and a referenced citation) as to why the answer selected by the student may be correct within five school days of the date the exam was given. Any changes in the grading of the test item will apply only to the student challenging the question.

   • An excused absence may be given for reasons of illness, death of a family member, or other serious need determined by the practicum instructor (i.e. a vacation, attendance at a wedding, work schedules, or other planned event, etc. will not be given an excused absence). Faculty may require that students provide additional documentation related to their absence.

8. Record of Grades
   • Students are responsible to know what their grades are during the course and are expected to review the gradebook frequently. Students should contact course faculty to discuss a plan to improve, if appropriate.
• If an assignment is not noted in the student’s gradebook on Blackboard the assignment, it is then treated as though the student did not complete the assignment. The student must provide written documentation as proof of submission of the assignment/exam for the assignment to be considered for acceptance.

• It is a good practice to make sure your assignments are submitted well before the due date to avoid last minute technical issues that may interfere with submission of the assignment.

• A student may challenge a grade on an assignment within five school days of the date the grade was given.

• It is the student’s responsibility to be aware of their grades are and contact the course faculty for a plan to improve.

9. **Incomplete grades**
   • Incomplete grades will be given in accordance with UND policy.

10. **Clinical Grades**
    • Grades are earned in clinical courses based on the student's ability to apply knowledge and skill to client care, to meet the clinical objectives for the course, and to give safe, competent nursing care.

    • The clinical instructor evaluates student performance after every clinical experience. Periodic written evaluations on student progress will be individually reviewed and signed by the student and faculty during student evaluation sessions.

    • Responsible members of the health team may also contribute their observations of students’ performance to be added to the evaluation of students.
RETENTION OF STUDENT EXAMINATION AND GRADED COURSE MATERIALS
Tests are to be kept in the instructor's possession for the current year plus an additional year. After that period of time, tests will be shredded. Online exams given through Exam Soft will be deleted when the time frame has been met.

SENIOR HONORS GUIDELINES
The purpose of the Senior Honors program within the Department of Nursing is consistent with requirements outlined in the UND Undergraduate and Graduate Academic catalog.

The Department of Nursing supports the Senior Honor system of UND.

Students of marked ability may pursue in their senior year a voluntary program of supervised independent study leading to the bachelor's degree with honors in the major field of study. Interested students should refer to their advisor, the Honors Program Coordinator and the UND Undergraduate and Graduate Academic Catalog for more information.
PLACEMENT FOR OUT OF SEQUENCE STUDENTS – POLICY 212

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<th>Policy Number:</th>
<th>212</th>
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<tbody>
<tr>
<td>Policy Name:</td>
<td>Placement For Out Of Sequence Students</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>3/28/14</td>
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Upon admission, students begin the sequential curriculum. Students must successfully complete all courses in the semester in order to progress to the next semester.

1. Students who drop nursing courses while maintaining UND enrollment, must request to be placed on a waiting list for nursing courses not completed. The student must place a request with their Office of Student Services (OSS) advisor to have their name placed on a waiting list to take the appropriate course or courses.

2. If the student plans to withdraw from UND, that student will need to notify the OSS. If the student wishes to return to the Nursing Program, they must complete a College of Nursing and Professional Disciplines Leave of Absence form according to Leave of Absence (LOA) policy (228) in addition to their UND Withdrawal Report Form. If a LOA is requested, the student must place a request with their OSS advisor to place their name on a waiting list to take the appropriate course or courses. Course placement for students who have withdrawn or had LOA is on a first-come first-serve basis as space is available. See Nursing Handbook Policy 228

3. Students will be moved from the wait list into courses based on space and resource availability. Students will continue taking courses in the sequential curriculum according to Policy 228. If there are more students on the wait list than spots available, the following criteria is applied to determine placement.
   a. Ranking based on highest overall GPA. In event of a tie, UND Nursing GPA will be used.
   b. Leave of absences and withdrawal take precedence over repeated courses.

4. All unresolved issues will be decided by the Dean and/or designee.

Undergraduate Student Concerns Committee 10/14/99; R 08/17/04; R 03/3/05; R 04/21/06, R 09/20/06
Nursing Faculty Organization 02/05/99; R 12/03/04; R 03/4/05; R 05/05/06; R 10/20/06
Student Concerns Committee 09/14/84; R 05/12/89; R 12/08/89; R 02/16/90; R 10/15/90; R 03/22/93; R 12/16/98
Faculty Organization 12/07/90; R 05/7/93
Approved by General Counsel 10/23/98
Editorial Changes 03/08/94; 08/17/04; 04/21/05
Revised by Nursing Faculty 3/28/14
ACADEMIC ISSUES: REPEATING COURSES, PROBATION AND DISMISSAL – POLICY 226

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>226</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>Academic Issues: Repeating Nursing Courses, Probation and Dismissal for Undergraduate Nursing Students</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>03/20/2018</td>
</tr>
</tbody>
</table>

Probation: Students who do not maintain minimum academic requirements as outlined in Policy 226 will be placed on Probation within the Nursing program. Students will remain on Probation for the duration of the undergraduate program. NOTE: It is possible to be in Good Academic Standing at the University, and be on Probation in the UG nursing program.

<table>
<thead>
<tr>
<th>REPEATING COURSES:</th>
<th>PROBATION:</th>
<th>DISMISSAL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A Student who receives a grade of D or F in a course restricted to nursing majors may repeat that course only once, on a space available basis.</td>
<td>A student is placed on probation if any of the following occur:</td>
<td>1. The final decision to dismiss a student will be made by the UG Department Chair in any one of the following situations:</td>
</tr>
</tbody>
</table>

1. A student fails one course or has a failing grade at the time of withdrawal from a course restricted to nursing majors. Faculty must inform the Office of Student Services of the student’s grade at the time of withdrawal. |
2. Overall GPA drops below the required average (2.75) at the end of any semester. |
3. Violation of the Nursing Code of Conduct may result in probation. |
4. Withdrawal with a failing grade (“D” or “F”) from the same nursing course twice. |
5. Withdrawal from 2 or more nursing classes with a failing grade in the same semester. |
6. Failure to meet progression standards of 2.75 overall GPA for two consecutive semesters. |
7. Failure to return from a Leave of Absence at the approved date. |
8. Revocation or suspension of a required license or ineligibility to participate in clinical. |
9. Student behavior that is unprofessional or unsafe to the mental, emotional, or physical welfare of clients, staff, or others. |
10. Student behavior showing that the student is not capable of fulfilling the requirements of the program. |
11. Dismissal for a course related issue may be
<table>
<thead>
<tr>
<th>REPEATING COURSES:</th>
<th>PROBATION:</th>
<th>DISMISSAL:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>made by the Department Chair only after attempts to resolve the issue have been held.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Violation of the Nursing Code of Conduct may result in dismissal.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Although academic performance may lead to dismissal from the nursing program, the dismissal itself is not considered an academic circumstance for which a grievance can be submitted</td>
</tr>
</tbody>
</table>

Approved by Undergraduate Council R 2/12/16; R 9/8/17

Approved by Nursing Faculty 10/24/14; 2/26/16; R 03/20/2018
COURSE AND CLASSROOM REQUIREMENTS

COURSE SYLLABUS
At the first class session, a course syllabus is reviewed. For online courses, the instructor will meet with the students to review the course syllabus. The syllabus stipulates course policies, grading standards and academic expectations of the course. Students are expected to be self-directed in completing the required readings and coming to class prepared to participate in the class learning experience. All course syllabi are posted via Blackboard (on the university website). The syllabus is a formal contract between the course instructor and the students. Please refer to course syllabi for policies regarding grading, evaluation and testing.

TEXTBOOKS
Required and recommended textbooks for each course are listed in the syllabus. Some nursing textbooks are used for more than one designated course and/or serve as reference resources throughout the nursing program. Books are available through the UND bookstore or bundled through vendors.

Many of the textbooks that are required in the traditional nursing program are available in electronic versions. These are required because of their portability and access in classroom and clinical settings. Most electronic resources can be downloaded to personal computers as well as phones or other portable devices. The student may choose which device is most effective for their own learning. Students who wish to use only paper copies of texts need to be aware that instructors will use electronic applications in classroom and clinical, so paper copies only may limit the student's participation and learning.

An Electronic Health Record is also available for student use for pre-and post-clinical planning, simulations and assignments, which is accessed through a password from computers and portable devices, as well as at the computers at the bedside of the "patients" in the Simulation Center. Students follow HIPAA guidelines as they would in any clinical setting when using the EHR. Penalties for violation of patient privacy through the use of these records are strictly enforced and are subject to disciplinary action per nursing policy.

CLASSROOM ETIQUETTE

- Arrive to class on time.
- Turn-off cell phone and other electronic devices.
- Use laptops only for class work. Students are encouraged to use their laptop computers during class only as learning aids, with permission of the course instructor.
- Participate in class discussions. Students are expected to respect the opinions of all class participants and to dialog in a professional and respectful manner.
- Use professional language in class and in email communication. Students are required to refrain from using offensive or foul language in class.
- Do not bring pets to class.
- Bringing children to class is discouraged and can only be done with prior instructor permission.
- No food in class. Students are asked not to bring food items into the classrooms without instructor permission.
- Stay the entire class: Students are expected to remain seated and engaged in classroom activities until the class has concluded.

REFERENCE MANUAL FOR WRITING PAPERS
The American Psychological Association (APA) Format is to be used for the Department of Nursing scholarly course requirements. The most current edition of the APA text must be used.
ACADEMIC DISHONESTY POLICIES

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

The instructor may reflect the incident of dishonesty through the assignment of the student’s grade in the course. If the student has a grievance related to this action, the grievance would be directed to the college or school in which the course is housed. The grievance is processed according to the rules of the college or school and as outlined in Appendix B-Section 1 of the Code of Student Life.

Alternatively, the instructor may refer the case as a disciplinary matter to the Assistant Dean of Students. The Assistant Dean of Students may further refer the case to the student conduct process. See Appendix B Section 2 of the Code.

Please review the Nursing Code of Conduct Policy 257 in the Department of Nursing Student Handbook for additional details.

CLINICAL EXPERIENCE POLICIES

AGENCY REQUIREMENTS

Upon admission to the nursing program and annually, students must make sure that all clinical agency requirements are met prior to the beginning of each academic year. These include background checks, verification of health records, CPR certification, drug testing and any other mandated requirements. Due to evolving agency needs, these requirements may change with little notice. Current policy states that students may be requested to undergo a drug and/or alcohol test if there is a reasonable suspicion that he or she is under the influence of alcohol and/or illegal drugs or taking prescribed drugs illegally. Behaviors subject to testing may be in the clinical setting, lab, classroom or any experience related to nursing education at UND.

TRANSPORTATION POLICY

The University of North Dakota, and the College of Nursing and Professional Disciplines does not require students to go on patient transport as part of their clinical experiences.

TRANSPORTATION OF CLIENTS

Students and faculty in the College of Nursing and Professional Disciplines (CNPD) shall not transport clients in personal or state fleet vehicles. Neither the University of North Dakota (UND) nor the CNPD provides liability coverage involving the transportation of clients in violation of this policy, nor does UND/CNPD assume any responsibility for such transportation.

TRANSPORTATION OF STUDENTS

- Clinical Experiences-Students are responsible for their own transportation related to their clinical experience.
- Student Trips.

Students may drive and transport other students in UND vehicles if: they have a valid driver’s license; the trip is approved by the faculty advisor or department head; the trip is scheduled with the Transportation Department; the appropriate trip forms for the safety office have been completed and any necessary driver’s training has been taken.
AIR/GROUND PATIENT TRANSPORT

Students who wish to go on an air or ground transport do so at their own risk. Neither UND nor the CNPD provides liability coverage in the event of injuries as a result of accident. Students sign that they have reviewed the student handbook in the first semester of nursing and each subsequent year, which includes this information on the transportation policy.

PROFESSIONAL APPEARANCE & EQUIPMENT REQUIREMENTS – POLICY 245

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>245</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>Professional Appearance &amp; Equipment Requirements for Undergraduate Nursing Students</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>3/28/14</td>
</tr>
</tbody>
</table>

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

- UND Picture ID
- Watch (with seconds)
- Bandage Scissors
- Green Uniform (Cherokee brand)
- Stethoscope
- Pen Light
- White Lab Coat
- Sphygmomanometer (adult size)

In order to maintain a professional nursing appearance, students are required to follow Department of Nursing and agency attire policies.

Clinical Attire:
The Department of Nursing uniform is hunter green scrubs, top and bottom (Cherokee Brand). (Optional: white or hunter green skirts.) Long- or short-sleeved t-shirts (restricted to black, white, or pastel pink) may be worn under the scrub top. A hunter green scrub jacket is optional. The uniform should be clean and well fitting. A lab coat is required in some nursing courses. A lab coat over professional attire can be worn for collecting data when not on a scheduled clinical experience. Variations in attire for other clinical settings will be described in course syllabi.

Picture ID:
The University of North Dakota Department of Nursing Picture ID is purchased through the UND Passport U Card Office and is required. The format for the Picture ID is First Name, followed by “Student Nurse.” A Department of Nursing lanyard for the picture ID is preferred.

Insignia patch:
The Department of Nursing insignia patch is to be sewn on the left sleeve of uniform tops, scrub jackets, and lab coats, three finger-widths below the acromion process. Patches may be purchased through the UND Bookstore or Grand Forks area uniform shops.

Hair:
While in uniform hair must be clean and well controlled so that it does not hang in eyes, around face, or on the shoulders. Beards and mustache should be trimmed neatly. Extreme hair styles and/or colors are inappropriate for the clinical area.

Footwear:
Shoes are to be clean, predominantly white or black; no platforms, clogs, or open-toed shoes. Socks or hose are required.

Jewelry:
A watch which measures seconds is considered part of the uniform. No other jewelry is to be
| **Tattoos:** | Visible tattoos must be covered. |
| **Grooming:** | Personal cleanliness is essential. Moderate use of makeup is acceptable. Nails must be clean, well-trimmed, smooth and fairly short; natural color nail polish may be worn if not chipped or cracked. No acrylic nails. Use of tobacco and gum chewing are not permitted in the clinical area. Fragrance products such as perfumes, lotions, aftershave, hairspray, etc. are not allowed. |

Approved by Undergraduate Student Concerns Committee 4/26/85; R 11/7/95; 11/4/98; R 03/07/02; R 8/17/04; R 04/6/06; R 2/16/2011
Approved by Nursing Faculty Organization 2/5/99; R 05/10/02; R 05/07/04; R 04/21/06; R 02/18/11
Approved by Faculty Organization 5/15/79; R 4/11/79; R 5/12/89
Reviewed by Student Concerns Committee 2/28/95
Approved by Dean Nichols 9/95; Presented to Faculty 1/19/96
Revised 3/28/14
STUDENT ATTENDANCE

CLASSROOM, CLINICAL AND LABORATORY

In order to meet course objectives, students are expected to attend all scheduled meetings of courses for which they are registered in their entirety. Attendance is required for all lab and clinical experiences for the duration of their scheduled time. Additional information requiring attendance requirements may be found in course syllabi or blackboard sites.

In addition, students may be required to attend workshop(s) pertinent to the course in which they are enrolled and offered in this geographic area. Students are required to pay the registration fee and other workshop expenses. It is further recommended that a statement such as the above be included in the syllabus of courses utilizing this option.

NURSING ACADEMIC INTERNSHIP & COOPERATIVE EDUCATION

NURS393: ACADEMIC NURSING INTERNSHIP

Academic Nursing Internship, integrates nursing knowledge, skills and actions while working as a member of an interdisciplinary healthcare team. This course is designed to utilize the student's prior nursing course work to continue to develop clinical reasoning skills during the academic year. Qualified nursing students are employed by selected healthcare agencies while enrolled in NURS 393 for academic credit. Eligibility includes admitted UND nursing students in good academic standing who have successfully completed pre-requisite courses. Enrollment is dependent on consent of employing agency and course faculty.

NURS397: COOPERATIVE EDUCATION IN NURSING

Cooperative Education in Nursing, integrates nursing theory, clinical learning experiences and clinical reasoning skills. It is a full time experiential learning experience opportunity for UND nursing students during the academic summer sessions. Qualified nursing students are enrolled for academic credit while working in selected healthcare agencies in collaboration with UND nursing faculty. Eligibility includes admitted UND nursing students in good academic standing who have successfully completed pre-requisites. Enrollment is dependent on consent of employing agency and course faculty.

For further information regarding NURS 393 Academic Nursing Internship or NURS 397 Cooperative Education in Nursing, please contact course faculty.

CLINICAL REMOVAL POLICY 234

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>234</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>Clinical Removal Policy</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>1/24/14</td>
</tr>
</tbody>
</table>

The primary responsibility of nursing students in clinical settings is the welfare of clients. A student exhibiting behaviors in the clinical setting which are deemed by the responsible faculty member to be unprofessional or unsafe to the mental, emotional, or physical welfare of clients, staff, self, or others shall be subject to immediate removal from the clinical for that day.
An agency shall have the right to request of the faculty that a student be removed from the clinical agency because of performance which is deemed unprofessional or unsafe to the mental, emotional, or physical welfare of clients, staff, self, or others. The agency may remove the student from client contact and notify the clinical faculty or department chair immediately.

See APPENDIX I: Clinical Removal Procedure – Policy 234a.

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

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>211</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Name:</td>
<td>Licensing Policy For Students Licensed Through A State Board Of Nursing</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>3/28/14</td>
</tr>
</tbody>
</table>

1. Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) applying to the Undergraduate Nursing Program must have a current license in good standing.

2. All RN and LPN students must provide proof of current unencumbered licensure to the College of Nursing and Professional Disciplines (CNPD) upon admission and each subsequent year by January 1st.

3. It is the student's responsibility to inform the CNPD of any change in the status of her/his license by submitting a copy of the Board Order to the Director of the Office of Student Services. Those students who do not will be subject to disciplinary action.

4. Should an individual’s RN or LPN license become encumbered, suspended, or revoked while enrolled in the Nursing Program, that student may be barred from clinical nursing courses contingent upon the nature of the encumbrance and CNPD resources to supervise these students.

5. The Director of the Office of Student Services will inform the Undergraduate Department Chairperson of the change in license status of the student. The Department Chairperson will determine, in consultation with the Associate Dean and appropriate faculty, whether or not the student may enroll, or continue enrollment in a clinical course.

Reviewed by Undergraduate Nursing Student Concerns Committee 10/14/99; R 12/07/04; R 1/08/10
Approved by Student Concerns Committee 2/14/92
Approved by Faculty Organization 3/6/92; R 2/19/10
Presented to Nursing Faculty Organization 11/19/99
Revised 3/28/14
DEPARTMENT OF NURSING PINNING CEREMONY

Traditionally, the pinning ceremony is the occasion when the nursing faculty welcomes graduating students into the nursing profession as colleagues. The nurse's pin represents the school at which the nurse has been educated and is placed over the heart of each graduate by the director of the nursing program. It is also a time that students can share their accomplishment of completing their nursing program with family and friends. Planning meetings will be held with the graduating nursing class at the beginning and mid-term of the semester of graduation. Pinning is traditionally prior to graduation each semester.

ESSENTIAL DOCUMENTS

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

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

- The [Code of Student Life](#), Outlines the rights and responsibilities of citizens of the University community and expected levels of conduct. This is posted on the UND website.
- The [Undergraduate Catalog](#). This is available on the UND web pages.
- The [Schedule of Courses](#). This is available each semester on the UND website and from Campus Connection.
APPENDICES
### APPENDIX A: CURRENT PRE & TRADITIONAL NURSING CURRICULUM
(ENDING MAY 2019)

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Engl 110 Comp</td>
<td>* Engl 120 or 125 Comp</td>
<td># Mbio 202/Lab (F) or Mbio 302/Lab(s)</td>
</tr>
<tr>
<td>* Chem 115/Lab or 121/Lab</td>
<td>* Chem 116/Lab</td>
<td># PPT 301 Human Physiology</td>
</tr>
<tr>
<td>* Psyc 111</td>
<td>* Anat 204/Lab Anatomy</td>
<td># Nutr 240 Fund of Nutrition</td>
</tr>
<tr>
<td>* Soc 110, 115, or Anth 171</td>
<td>* Psyc 250 or 270 Dev or Ab Psyc</td>
<td># Psyc 250 or 270 Dev or Ab Psyc</td>
</tr>
<tr>
<td>* Math 103 College Algebra</td>
<td>Arts/Humanities GER/ES</td>
<td>Communication GER/ES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credits</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Apply online @ [http://nursing.und.edu/programs/bsn-on-campus/admission.cfm](http://nursing.und.edu/programs/bsn-on-campus/admission.cfm) during the following times: May 1 to July 1 for Spring admission or December 1 to February 1 for Fall admission.

### NURSING CURRICULUM

The nursing curriculum is sequenced to build over five semesters. Careful attention should be paid to pre- and co-requisites. Each Nursing semester must be completed entirely before progressing. Non-nursing courses may be taken ahead of schedule if possible. In addition to the Nursing curriculum all students must meet university graduation requirements. All required Nursing courses are offered each Fall & Spring

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Semester Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPT 315 Human Pharmacology (Spring on campus or online)</td>
<td>Nurs 321 Nursing Procedures</td>
</tr>
<tr>
<td>Nurs 282 Health Promotion</td>
<td>Nurs 322 Communication, Diversity &amp; Families</td>
</tr>
<tr>
<td>Nurs 284 Functional Changes in Aging</td>
<td>Nurs 371 Adult Nursing Care I</td>
</tr>
<tr>
<td>Nurs 289 Professional Development I</td>
<td>Nurs 372 Childbearing Family</td>
</tr>
<tr>
<td>Nurs 302 Pathophysiology</td>
<td>Statistics (Soc 326, Psyc 241, or Econ 210)</td>
</tr>
<tr>
<td>Nurs 303 Assessment Across Life Span</td>
<td>Arts/Humanities GER/ES</td>
</tr>
<tr>
<td>Semester credits</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Three</th>
<th>Semester Four</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 323 Adult Nursing Care II</td>
<td>Nurs 421 Child Health Nursing Theory</td>
</tr>
<tr>
<td>Nurs 373 Adult Nursing Care II Clinical</td>
<td>Nurs 471 Child Health Nursing Clinical</td>
</tr>
<tr>
<td>Nurs 325 Advanced Nursing Procedures</td>
<td>Nurs 472 Psyc/Mental Health Nursing</td>
</tr>
<tr>
<td>Nurs 324 Public Health Nursing Theory</td>
<td>Nurs 473 Multisystem Complex Adult Health</td>
</tr>
<tr>
<td>Nurs 374 Public Health Nursing Clinical</td>
<td>Elective</td>
</tr>
<tr>
<td>Nurs 326 Evidence-Based Practice</td>
<td>Semester credits</td>
</tr>
<tr>
<td>Arts/Humanities GER/ES</td>
<td></td>
</tr>
<tr>
<td>Semester credits</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Five</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 420 Interprofessional Health Care</td>
</tr>
<tr>
<td>Nurs 474 Professional Development II</td>
</tr>
<tr>
<td>Nurs 476 Complex Child Bearing Family</td>
</tr>
<tr>
<td>Semester credits</td>
</tr>
<tr>
<td>Course</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>Nurs 425 Practicum Theory</td>
</tr>
<tr>
<td>Nurs 475 Practicum</td>
</tr>
<tr>
<td><strong>semester credits</strong></td>
</tr>
<tr>
<td><strong>Total Credits Required</strong></td>
</tr>
</tbody>
</table>

(Courses with a middle digit of 7 have a Clinical Component)
## APPENDIX B: PRE-NURSING & CONCEPT BASED NURSING CURRICULUM (STARTING FALL 2017)

### PRE-NURSING CURRICULUM

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Engl 110-College Comp 1</td>
<td>*Engl 130 Comp-College Comp II</td>
</tr>
<tr>
<td>*Chem 115/Lab-Intro Chem or Chem 121/Lab-Gen Chem 1</td>
<td>*Chem 116/Lab-Intro Organic &amp; Biochemistry</td>
</tr>
<tr>
<td>*Psyc 111-Intro Psych</td>
<td>*Anat 204/Anatomy</td>
</tr>
<tr>
<td>*Soc 110-Intro Soc or Soc 115-Soc Prob or Anth 117-Cult Anth</td>
<td># Essential Studies</td>
</tr>
<tr>
<td>*Math 103-College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Credits</td>
<td>16</td>
</tr>
</tbody>
</table>

| Credits | 16 |

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th>4th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Mbio 202/Lab-Microbiology</td>
<td>*PPT 301-Human Physiology</td>
</tr>
<tr>
<td>*PPT 315-Human Physiology</td>
<td># Statistics-Soc 326 or Psyc 241 or Econ 210</td>
</tr>
<tr>
<td>*N&amp;D 240-Fund of Nutrition</td>
<td>3/4</td>
</tr>
<tr>
<td>Essential Studies</td>
<td># Essential Studies</td>
</tr>
<tr>
<td>Credits</td>
<td>15</td>
</tr>
</tbody>
</table>

| Credits | 16-17 |

**Total Credits**: 60

* These courses must be completed by Aug 15 (Spring) or Feb 1 (Fall) for Application for Nursing Admission

# These courses must be completed prior to admission and beginning Nursing courses.

**Courses in bold above are used to compute core course GPA for admission.**

Alternate sequence of Chem122/122L, Biol 151/151L is acceptable in place of Chem 116/116L.

Core nursing prerequisite coursework may be repeated or withdrawn from a maximum of one time per course.

The Nursing Program admits students to start nursing classes each Fall & Spring semester.

Apply online @ [http://nursing.und.edu/programs/bsn-on-campus/admission.cfm](http://nursing.und.edu/programs/bsn-on-campus/admission.cfm) during the following times: May 1 to July 1 from Spring admission or December 1 to February 1 for Fall admission

### NURSING CURRICULUM

The nursing curriculum is sequenced to build over four semesters. Careful attention should be paid to pre-and co-requisites. Each Nursing semester must be completed entirely before progressing. Non-nursing courses must be taken ahead of schedule. In addition to the Nursing curriculum, all students must meet University graduation requirements.

All required Nursing courses are offered each Fall and Spring

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Semester Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 300 Foundations of Nursing Practice</td>
<td>Nurs 330 Health and Illness II</td>
</tr>
<tr>
<td>Nurs 301 Professional Nurse</td>
<td>Nurs 331 Patient &amp; Family Centered Nursing</td>
</tr>
<tr>
<td>Nurs 304 Nursing Pharmacology</td>
<td>Nurs 332 Pathophysiology II</td>
</tr>
<tr>
<td>Nurs 310 Health and Illness</td>
<td>Nurs 333 Clinical Practicum II</td>
</tr>
<tr>
<td>Nurs 312 Pathophysiology</td>
<td>Nurs 334 Nursing Pharmacology II</td>
</tr>
<tr>
<td>Nurs 313 Clinical Practicum</td>
<td></td>
</tr>
<tr>
<td>Semester Credits</td>
<td>Semester Credits</td>
</tr>
<tr>
<td>16</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester Three</th>
<th>Semester Four</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 403 Nursing Across the Life Span Practicum</td>
<td>Nurs 441 Population Based Health</td>
</tr>
<tr>
<td>Nurs 404 Professional Nurse II</td>
<td>Nurs 442 Health Care Infrastructure</td>
</tr>
<tr>
<td>Nurs 406 Evidence-Informed Practice</td>
<td>Nurs 443 Clinical Practicum IV</td>
</tr>
<tr>
<td>Nurs 420 Interprofessional Healthcare</td>
<td>Nurs 444 Baccalaureate Nursing Review Course</td>
</tr>
<tr>
<td>Nurs 430 Health and Illness III</td>
<td>Nurs 450 Transition to Practice: Seminar</td>
</tr>
<tr>
<td>Nurs 433 Clinical Practicum III</td>
<td>Nurs 453 Clinical Practicum V: Transition to Practice</td>
</tr>
<tr>
<td>Semester Credits</td>
<td>Semester Credits</td>
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<td>14</td>
</tr>
</tbody>
</table>

**Total Credits Required**: 120

Undergraduate Nursing Program 2018-2019
APPENDIX C: RN/BSN NURSING CURRICULUM SEQUENCE

Total 31 credits

Two Options:

<table>
<thead>
<tr>
<th></th>
<th>Completion in 12 months</th>
<th>Completion in 24 months</th>
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</thead>
<tbody>
<tr>
<td>Full Time</td>
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</tr>
<tr>
<td>Part Time</td>
<td></td>
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</table>

All prerequisites will be completed prior to beginning nursing courses.

### RN-BSN CURRICULUM

**FULL TIME CURRICULUM – COMPLETION 12 MONTHS**

#### FALL-11 CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS 282</td>
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<td>2</td>
</tr>
<tr>
<td>NURS 302</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 350</td>
<td>Nursing in Transition</td>
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</tr>
<tr>
<td>NURS 410</td>
<td>Clinical Reasoning for Safety and Quality Outcomes</td>
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</table>

#### SPRING-11 CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 326</td>
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</tr>
<tr>
<td>NURS 490</td>
<td>Transcultural Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NURS 405</td>
<td>Nursing Informatics</td>
<td>3</td>
</tr>
<tr>
<td>NURS 415</td>
<td>Interprofessional Collaborations for Improving Health Care Systems Outcomes</td>
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#### SUMMER- 9 CREDITS

<table>
<thead>
<tr>
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<tbody>
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<td>NURS 324</td>
<td>Public Health Nursing Theory</td>
<td>2</td>
</tr>
<tr>
<td>NURS 374</td>
<td>Public Health Nursing Clinical*</td>
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</tr>
<tr>
<td>NURS 474</td>
<td>Professional Development II</td>
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*Clinical placement will be arranged near student's place of residence as permitted by State’s Board of Nursing.
# RN-BSN Curriculum

**Part Time Curriculum – Completion 24 Months**

## Fall (5 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<td>2</td>
</tr>
<tr>
<td>NURS 350</td>
<td>Nursing in Transition</td>
<td>3</td>
</tr>
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</table>

## Spring (5 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 326</td>
<td>Evidence Based Practice</td>
<td>2</td>
</tr>
<tr>
<td>NURS 490</td>
<td>Transcultural Health Care</td>
<td>3</td>
</tr>
</tbody>
</table>

## Summer (4 Credits)

<table>
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<th>Course Title</th>
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<td>Public Health Nursing Theory</td>
<td>2</td>
</tr>
<tr>
<td>NURS 374</td>
<td>Public Health Nursing Clinical*</td>
<td>2</td>
</tr>
</tbody>
</table>

*Clinical placement will be arranged near student’s place of residence as permitted by State’s Board of Nursing.

## Fall (6 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td>Pathophysiology</td>
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</tr>
<tr>
<td>NURS 410</td>
<td>Clinical Reasoning for Safety and Quality Outcomes</td>
<td>3</td>
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## Spring (6 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>NURS 405</td>
<td>Nursing Informatics</td>
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<tr>
<td>NURS 415</td>
<td>Interprofessional Collaborations for Improving Health Care System Outcomes</td>
<td>3</td>
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## Summer (5 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 474</td>
<td>Professional Development</td>
<td>5</td>
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</tbody>
</table>
APPENDIX D: UG NURSING STUDENT FUNCTIONAL ABILITIES FORM

UNIVERSITY OF NORTH DAKOTA
UNDERGRADUATE NURSING STUDENT
FUNCTIONAL ABILITIES RELEASE

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

The policy, Functional Ability Requirements for Undergraduate Nursing Students & Common Activities/Tasks Required in the Nursing Profession can be accessed on the Department of Nursing Internet site at [http://nursing.und.edu/programs/bsn-on-campus/admission.cfm](http://nursing.und.edu/programs/bsn-on-campus/admission.cfm) or are available on request. These provide a framework for relating functional ability categories and representative activities/attributes to self-limitations and accommodations.

I have read the Functional Ability Requirements for Undergraduate Nursing Students and Common Activities/Tasks Required in the Nursing Profession. I know with whom to discuss my disability and possible accommodations, if needed.

___________________________________________________
Student Signature                                      Date

APPENDIX E: INTEGRATION OF ATI MATERIALS INTO UNDERGRADUATE CURRICULUM – PROCEDURE 409A
(APPLIES TO CURRENT CURRICULUM ENDING MAY 2019)

<table>
<thead>
<tr>
<th>Procedure Number:</th>
<th>409a</th>
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<tbody>
<tr>
<td>Procedure Name:</td>
<td>Integration of ATI material into Undergraduate Curriculum (Procedure)</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Undergraduate Nursing Council</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>1/9/15</td>
</tr>
</tbody>
</table>

Distribution of ATI materials to students:

1. ATI review materials will be distributed at the beginning of semester one. When students receive the materials, they will sign off on a signature page verifying receipt of the materials. This will be maintained in the UG administrative assistant’s office.
2. Each class is assigned a Product ID number. This code will be entered upon registration and does not need to be entered again.
3. Faculty will reference ATI reading assignments in their course materials as the content relates to their class. When appropriate, faculty may link ATI content and resources to course activities.

ATI resources and tutorials:

Nurse Logic will be assigned each semester as indicated in course schedule (Procedure 409b). Completion of this tutorial will be an expectation of the course and no points or extra credit will be awarded.

Non proctored Exams:

Non proctored exams will be assigned in courses as outlined in the ATI distribution schedule (Procedure 409b). Non proctored exams are to be considered formative and no points or extra credit will be awarded.

RN Content Mastery Proctored Exams:

Students will take the RN Content specific ATI proctored assessments during corresponding nursing courses. Students must meet a Proficiency Level 2 on each proctored ATI assessment.

1. The student will have two attempts to reach the Level 2 proficiency level on the proctored assessment.
2. Each assigned proctored assessment will be worth 5% of the course grade. If the course has a combined theory and clinical component, the 5% will be allotted in the theory portion of the course.
3. How points are awarded:
   - Level 2 benchmark on first attempt or second attempt + remediation: 100% of points allocated
   - Level 1 benchmark on first or second attempt + remediation*: 80% of points allocated
   - Less than Level 1 benchmark + remediation*: 50% of points allocated
4. If the student meets the level 2 proficiency level on the first attempt, remediation is not required but strongly encouraged.
5. If the student does not meet the proficiency level on the first attempt, remediation is required prior to the second attempt.
6. If the student does not meet the proficiency level on the second attempt, steps A and B in the remediation process are required to receive credit based on highest proficiency level met.
7. If the student fails to demonstrate remediation as required the student will receive a zero for the ATI point allocation.
8. Students who have not met the benchmark after two attempts will enroll in NURS 363 Test Taking Strategies the following semester. Students will re-take the proctored ATI content.
assessment for which he/she did not achieve the benchmark in the previous semester in the NURS 363 Test Taking Strategies course. The student will be responsible for paying for additional ATI assessments until the student successfully passes.

9. If the student is in their final semester of the Nursing program, they will follow the above procedure with the exception of enrolling in N363.

Remediation process:

A. Completion of Focused Review on proctored assessment in which the content area Proficiency Level II is not achieved.
B. Online practice assessment with focused review in the content area
C. Meet with faculty advisor to review results and discuss strategies to improve success

RN Comprehensive NCLEX Predictor:

The NCLEX Predictor exam will be taken during the final semester and is coordinated through the Undergraduate Nursing Department. The benchmark for the exam will be 90% Predicted Probability of Passing the NCLEX. If the benchmark is met on the first attempt and the student is enrolled in NURS 363 Test Taking Strategies, they may drop NURS 363 Test Taking strategies. If the benchmark is not achieved on the first attempt, the student will complete the remediation process and the NCLEX predictor will be taken again at mid-term.

If the student has met the benchmark on the first attempt, it is strongly recommended that these students also complete the retake exam to foster continued NCLEX readiness.

If after two attempts at the Predictor exam the benchmark is not reached, the student will continue the remediation process. The student will take a third and final NCLEX Predictor exam prior to the conclusion of the semester.

Proctored Dosage Calculation Assessments:

Proctored dosage calculation assessments will be administered as indicated in Procedure 409b and 409c. Students must meet the desired benchmark prior to administering medications in all clinical settings during the corresponding semester.

1. It is the individual student’s responsibility to complete ATI Dosage Calculation tutorial prior to taking each proctored dosage calculation assessment.
2. If the student does not meet the benchmark on the first attempt, they will self-remediate and will be required to complete a second attempt.
3. If the student does not meet the benchmark after the second attempt, they will self-remediate with faculty guidance and take a third attempt.
4. Students who do not meet the desired benchmark after taking the 3rd Dosage Calculation assessment, will take a faculty developed proctored exam regarding dosage calculations.
5. A student who does not meet the benchmark on the faculty developed exam will fail the clinical objective related to medication safety indicated in the corresponding course clinical performance evaluation tool.
6. The benchmark for all faculty developed exams will be 90%.

Approved by Undergraduate Nursing Council 1/9/15
APPENDIX F: ATI SCHEDULE: TRADITIONAL CURRICULUM – PROCEDURE 409B

<table>
<thead>
<tr>
<th>Procedure Number</th>
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<tbody>
<tr>
<td>Procedure Name</td>
<td>ATI Schedule: Traditional Curriculum</td>
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<tr>
<td>Reviewed by</td>
<td>Undergraduate Council</td>
</tr>
<tr>
<td>Last Review Date</td>
<td>1/9/15</td>
</tr>
</tbody>
</table>

The following schedule will be reflected in the assigned course syllabus and monitored by the course faculty.

**Semester 1**
- **Review Manuals**
  - Distribution of all textbooks and electronic resources (Undergraduate Department)
- **Orientation (NURS 289)**
  - Self Assessment Inventory – Online Practice
  - Nurse Logic 2.0 – Online Tutorial (with in-class examples)
  - ATI Plan - Getting Started With ATI– Online Tutorial
  - Learning Systems RN
- **Assessments**
  - **Non Proctored**
    - Fundamentals (NURS 303)
    - Community Health (NURS 282)
    - Pharmacology (NURS 302)

**Semester 2**
- **Nurse Logic: NURS 372**
- **Assessment**
  - **Non Proctored**
    - Maternal Newborn (NURS 372)
    - Med Surgical Nursing (NURS 321)
    - Mental Health (NURS 322)
  - **Proctored**
    - Fundamentals (NURS 371)
- **ATI Proctored Dosage Calculation Assessments**
  - **Proctored**
    - Dosage Calculation Fundamentals Form A (NURS321)
    - Desired benchmark is 80%
    - Corresponds to NURS371 and NURS372 clinicals

**Semester 3**
- **Nurse Logic: NURS 325**
- **Assessments**
  - **Non Proctored**
    - Nursing Care of Children (NURS 325)
    - Med Surgical Nursing (NURS 323)
  - **Proctored**
    - Community Health (NURS 324)
    - Pharmacology (NURS 323)
- **ATI Proctored Dosage Calculation Assessment**
  - **Proctored**
    - Dosage Calculation Fundamentals Forms B & C (NURS373)
      - Desired benchmark is 85%
    - Dosage Calculation Nursing Care of Children Form A (NURS325)
      - Desired benchmark is 85%
Semester 4
Nurse Logic: NURS 472
  o Assessments
    ▪ Non Proctored
      • NCLEX-RN Predictor (NURS 473)
    ▪ Proctored
      • Nursing Care of Children (NURS 421)
      • Medical Surgical (NURS 473)
      • Mental Health (NURS 472)
  o ATI Proctored Dosage Calculation Assessment
    ▪ Proctored
      • Dosage Calculation Nursing Care of Children Forms B & C (NURS471)
        o Desired benchmark 85%
      • Dosage Calculation Mental Health Forms A, B, & C (NURS472)
        o Desired benchmark 90%
      • Dosage Calculation Medical Surgical Forms A, B, & C (NURS473)
        o Desired benchmark 90%

Semester 5
Nurse Logic: NURS 425
  o Assessments
    ▪ Non Proctored
      • Leadership & Management (NURS 474)
    ▪ Proctored
      • Leadership & Management (NURS 474)
      • Maternal Newborn (NURS 476)
      • NCLEX-RN Predictor (Undergraduate Department)
  o ATI Proctored Dosage Calculation Assessment
    ▪ Proctored
      • Dosage Calculation Maternal Newborn Forms A, B, & C (NURS476)
        o Desired benchmark 90%
    ▪ Tutorials
      • Critical Care Medication modules (NURS475)

Approved by Undergraduate Nursing Council 1-9-15
Distribution of ATI materials to students:

1. ATI review materials will be distributed at the beginning of semester one. When students receive the materials, they will sign off on a signature page verifying receipt of the materials. This will be maintained in the UG administrative assistant's office.

2. Each class is assigned a Product ID number. This code will be entered upon registration and does not need to be entered again.

3. Faculty will reference ATI reading assignments in their course materials as the content relates to their class. When appropriate, faculty may link ATI content and resources to course activities.

RN Content Mastery Practice and Proctored Exams:

Students will take the RN Content specific ATI practice and proctored assessments during corresponding nursing courses. Students must meet a Proficiency Level 2 on each proctored ATI assessment.

1. Practice assessments are incorporated into courses as assignments. Students will not be eligible to take corresponding ATI proctored exams until they score 90% or greater on the practice exam by the designated due date in each course. Failure to meet the 90% or greater score on the practice exam will result in student meeting with course faculty to decide on a written plan for successful completion of the practice exam.

2. The student will have two attempts to reach the Level 2 proficiency level on the proctored assessment. The student must successfully remediate between proctored attempts. After two attempts, a third proctored attempt will be scheduled during finals week and the student will be responsible for the cost of the exam.

3. Each assigned proctored assessment will be worth 10% of the course grade. If the course has a combined theory and clinical/lab component, the 10% will be allotted in the theory portion of the course.

4. How points are awarded:
   - Level 2 benchmark on first attempt or second attempt + remediation 100% of points allocated
   - Level 1 benchmark on first or second attempt + remediation* 80% of points allocated
   - Less than Level 1 benchmark + remediation* 50% of points allocated

5. If the student meets the level 2 proficiency level on the first attempt, remediation is not required but strongly encouraged.

6. If the student does not meet the proficiency level on the proctored attempts, remediation is required.
7. If the student fails to demonstrate remediation, as required the student will receive a zero for the ATI point allocation.

Remediation process:

1. Meet with nursing instructor/faculty advisor to develop plan for remediation using ATI and/or other resources. Students should bring a copy of Proctored Assessment test results (blueprint) to guide the remediation. Students are encouraged to use the focused review tool. The procedure is as follows:
   a. Create note cards with information about each question or topic the student missed as noted in the Topics to Review area. One note card per question with at least 5 bullet points regarding that topic. Note cards are due 1 week after the exam.
   b. Complete online practice assessment with a 90% or greater within 1 week after the exam. The student must wait 12 hours between attempts if 90% is not achieved. Print and submit the student transcript to the instructor.
   c. Retake proctored exam as scheduled.

RN Comprehensive NCLEX Predictor (Proctored):

The NCLEX Predictor exam will be taken during N444 Review Course. The benchmark for the exam will be 90% Predicted Probability of Passing the NCLEX.

If after two attempts at the Predictor exam the benchmark is not reached, the student will continue the remediation process.

Approved by Undergraduate Nursing Council 4/21/2017; 11/17/17
APPENDIX H: ATI SCHEDULE FOR CBC (BEGINNING FALL 2017) PROCEDURE 409E

<table>
<thead>
<tr>
<th>Procedure Number</th>
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<tbody>
<tr>
<td>Procedure Name</td>
<td>ATI Schedule for CBC (Beginning Fall 2017)</td>
</tr>
<tr>
<td>Reviewed by</td>
<td>Undergraduate Nursing Council</td>
</tr>
<tr>
<td>Last Review Date</td>
<td>11/17/2017</td>
</tr>
</tbody>
</table>

Semester 1

- **Review Manuals (Undergraduate Department)**
  - Distribution of all textbooks
  - Directions to establish ATI account, provide Product ID
- **Orientation**
  - N300 Foundations Lab:
    - ATI Plan- Getting Started With ATI – Online Tutorial
- **Assignments**
  - N300 Foundation Lab: Orientation to ATI templates
    - Orientation to ATI templates
    - Fundamental practice exam*
  - N301 Professional Nurse 1
    - Self-Assessment Inventory
    - Nurse Logic 2.0 – Online Tutorial
    - Learning Systems RN
    - Correlation with NCLEX test plan
    - Interpretations of ATI results, development of individual remediation plans
  - N304 Nursing Pharmacology
    - Pharmacology (Practice exam)

Semester 2

- **Assignments**
  - N330 Health & Illness 2
    - Medical Surgical (practice exam)
  - N334 Nursing Pharmacology II
    - Pharmacology (practice exam) *
- **Proctored Exam:**
  - N334 Nursing Pharmacology II
    - Pharmacology exam*

Semester 3

- **Assignments**
  - N403 Nursing Across the Lifespan
    - Maternal Newborn (practice and/or proctored)**
    - Nursing Care of Children (practice and/or proctored)**
  - N430 Health & Illness 3
    - Mental Health practice (practice exam and/or proctored)**
    - Medical Surgical practice exam*
  - N404 Professional Nurse II
    - Leadership & Management (practice exam and/or proctored)**
- **Proctored Exam**
  - N430 Health & Illness 3
    - Medical Surgical exam*
Semester 4

- Assignments
  - N441 Population Health
    - Community Health (practice and/or proctored)
- Proctored Exam
  - N444 Review Course
    - NCLEX predictor* (practice and proctored)

*Must pass practice exam with 90% in order to take proctored exam

**Please give these exams in these designated semesters. The data from these exams can continue to be used for assessment purposes.

Approved by Undergraduate Nursing Council 4/21/2017; 11/17/17
APPENDIX I: CLINICAL REMOVAL PROCEDURE – PROCEDURE 234A

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>234a</th>
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<tbody>
<tr>
<td>Policy Name:</td>
<td>Clinical Removal Procedure</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>1/24/14</td>
</tr>
</tbody>
</table>

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

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

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

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

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

Approved by Nursing Faculty R 1/24/14
APPENDIX J: ACADEMIC PETITION/APPEALS PROCEDURE AND MATRIX – PROCEDURE 232A.

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>232a</th>
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<tbody>
<tr>
<td>Policy Name:</td>
<td>Academic Petition/Appeals Procedure and Matrix</td>
</tr>
<tr>
<td>Reviewed by:</td>
<td>Nursing Faculty</td>
</tr>
<tr>
<td>Last Review Date:</td>
<td>2/27/15</td>
</tr>
</tbody>
</table>

PROCEDURE FOR USE OF MATRIX:

The numbers on the matrix indicate the progression that a petition would take within Nursing. The person designated by the highest number makes the final decision using the forwarded recommendations. The students initiate the petition process obtaining a petition form at the Office of Student Services in the Department of Nursing.

The student makes an appointment with an Office of Student Services advisor, who is designated as #1 on the matrix and discusses the petition with that individual. This person then is to sign the petition and indicate whether or not approval is given or no recommendation is made regarding this particular petition for the individual student. The student then progresses to the individual(s) with the next highest number(s). Once all appropriate signatures have been obtained, the petition is returned to the Office of Student Services.

<table>
<thead>
<tr>
<th>Petitions/Appeals</th>
<th>Form to use</th>
<th>Office of Student Services Advisor</th>
<th>Faculty Advisor</th>
<th>Instructor</th>
<th>Dept. Chair</th>
<th>CNPD Dean or Associate Dean</th>
<th>Dean of College offering the course (if not a nursing course)</th>
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</thead>
<tbody>
<tr>
<td>Administrative Procedures Form</td>
<td>Administrative Procedures Form</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
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<tr>
<td>Graduate without being enrolled:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension of time to remove incomplete</td>
<td>Administrative Procedures Form</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petitions/Appeals</td>
<td>Form to use</td>
<td>Office of Student Services Advisor</td>
<td>Faculty Advisor</td>
<td>Instructor</td>
<td>Dept. Chair</td>
<td>CNPD Dean or Associate Dean</td>
<td>Dean of College offering the course (if not a nursing course)</td>
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<tr>
<td>---------------------------------------------------------------------------------</td>
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<tr>
<td>Graduate from one college while enrolled in another</td>
<td>Administrative Procedures Form</td>
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<td></td>
<td></td>
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<td>3</td>
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<tr>
<td><strong>Nursing Petition Form</strong></td>
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<tr>
<td>Complete a major with fewer than 15 hours in the major done in residence</td>
<td>Nursing Petition Form</td>
<td>1</td>
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<td>2</td>
<td>3</td>
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<tr>
<td>Graduate with fewer than 36 upper level credit hours</td>
<td>Nursing Petition Form</td>
<td>1</td>
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<td>2</td>
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<tr>
<td>Have a similar, but differently named, course constitute a repeat of a previous course</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Petition to waive Nursing admission requirements</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>Taking nursing course out of sequence (progression after admission)</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Waive up to one credit of Essentials Studies Requirement (with the exception of Math, Science, Technology and Special Emphasis Courses)</td>
<td>Nursing Petition Form</td>
<td>1</td>
<td></td>
<td></td>
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<td>2</td>
<td></td>
</tr>
<tr>
<td>Petitions/Appeals</td>
<td>Form to use</td>
<td>Office of Student Services Advisor</td>
<td>Faculty Advisor</td>
<td>Instructor</td>
<td>Dept. Chair</td>
<td>CNPD Dean or Associate Dean</td>
<td>Dean of College offering the course (if not a nursing course)</td>
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<tr>
<td>Graduate with fewer than 30 of the last credits for a first baccalaureate degree done in residence or fewer than the last 15 for a second or subsequent degree</td>
<td>Nursing Petition Form</td>
<td></td>
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<td>2</td>
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<td>Other Forms</td>
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<tr>
<td>Take a course “off campus” within the last 30 hours in residence or within the last 15 for a subsequent degree</td>
<td>Last 30 petition form</td>
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<td>1</td>
<td>2</td>
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<tr>
<td>Change a grade misrecorded in a course</td>
<td>Grade Change Form</td>
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<td>2</td>
<td>3</td>
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<tr>
<td>Evaluate a nursing course syllabus from another school for possible transfer credit</td>
<td>Transfer of Nursing Credit Request</td>
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<td>1</td>
<td>2</td>
<td>3</td>
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</tbody>
</table>

**Registration Action Form**

The following actions are taken by using a registration action form. Please refer to the registration action form for required signatures.

- Add
- Drop
- Override Full Capacity
- Add after deadline
- Increase # of credits through last add day
- Decrease # if credits through last drop day
- Change to/from S/U grading through last drop day
• Elect audit grading (no credit)
• UGRD overload to more than 21 credits Fall/Spring
• GRAD overload to more than 12 credits Fall/Spring/Summer
• UGRD overload to more than 15 credits Summer
• Override restricted to College
• Override restricted to classification
• Override restricted to grads (career)
• Override restricted to majors
• Section change
• Override pre-requisites missing
• Time Conflict
• Department Consent

<table>
<thead>
<tr>
<th>#</th>
<th>Final copies of these petitions must be sent to the Registrar's Office.</th>
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</table>

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<tr>
<th>1 – 4</th>
<th>Numbers indicate the order to follow for signature/approval</th>
</tr>
</thead>
</table>

A copy of all petitions must be returned to the Office of Student Services Advisor. The OSS Advisor shall notify the student of the decision and place the petition in the Office of Student Services student file. The Admission/Records Specialist shall be informed of approved petitions regarding admission, progression, and graduation.

Approved by Undergraduate Nursing Student Concerns Committee 5/9/00; R 2/01/01; R 11/02/04; R 04/21/06
Approved by Student Concerns 8/83; R 10/87; R 3/92; R 2/8/94; R 10/10/97; R 3/13/98
Approved by Nursing Faculty Organization 5/9/00; R 5/04/01; R 12/03/04: R 05/05/06
Approved by Nursing Faculty 10/24/14; 2/27/15