

UND UNIVERSITY OF
NORTH DAKOTA

COLLEGE OF NURSING & PROFESSIONAL DISCIPLINES



Department of Nursing
Undergraduate Nursing Programs
Student Handbook

2019-2020

Dean's Message

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 Bachelor 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, in the DocuSign email sent 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!

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BACCALAUREATE NURSING PROGRAM

Graduates earn a Bachelor of Science in Nursing degree and are eligible to sit for the NCLEX-RN® examination administered by the National Council of State Boards of Nursing (NCSBN). The curriculum prepares professional nurses to work in a variety of settings, building upon a foundation of liberal arts, sciences and nursing.

BACCALAUREATE NURSING PROGRAM OUTCOMES

Upon completion, B.S.N. graduates will be able to:

- Assume responsibility for leadership and management within health care systems that are influenced by health care policy, economics, and regulatory environments.
- Utilize theoretical and research evidence to inform practice and make clinical judgements in collaboration with other team members.
- Demonstrate competency in integrating innovations in patient care technology while maintaining the patient as the focus of care.
- Communicate and collaborate effectively while working with individuals, families, groups, populations and the health care team to improve health care outcomes.
- Demonstrate values consistent with the practice of professional nursing, including caring, honesty, civility, social justice, and respect for all persons.
- 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 Grand Forks and the surrounding region. Following completion of pre-requisite courses students apply for admission to this track and nursing courses are completed in four semesters.

RN TO BSN TRACK

Registered nurses with a diploma or associate degree in nursing, who wish to attain a BSN, may apply to this program. In addition to completing the requirements for a bachelor's degree through transfer credits and/or UND courses, the RN-BSN may be completed full time (12 months) or part time (24 months). Courses are completed online utilizing distance education technology.

UNDERGRADUATE STUDENT NURSING ORGANIZATIONS AT UND

Nursing Student Council

The Student Council serves as an official channel of communication between students, the CNPD Department of Nursing administration, faculty and the University. As a nursing student, you are a member of the Student Council and can use this as a means to participate in the affairs of your College, as well as to gain networking skills and peer support. Development of teamwork and leadership ability goes along

with the inner confidence attained in active participation. Several standing committees exist in the CNPD Department of Nursing in which students may hold positions. Some of these are:

- Undergraduate and Graduate Council.
- Assessment Committee.
- Research and Scholarship Committee.

Student representation is also available on the UND Faculty Awards Committee, UND Governance Council and on the UND Senate.

Membership in Student Council includes many fun activities during the year. Some of these activities may include: selling popcorn at the Student Union, creating a Homecoming float or taking part in the annual Fall Picnic. Fund raisers in the past have contributed to the purchasing of a microwave and refrigerator for the student lounge, a telephone for student use at no charge and a copy machine on first floor of the CNPD Department of Nursing. Students also represent the CNPD in University events such as UND's Family Weekend.

Student Council meetings are held monthly and usually are held in Room 102 over the noon hour. All students are encouraged to attend whenever their schedules allow. Please contact any of the Officers or Advisors for further information. The names of Officers and Advisors will be sent out to students

Nursing Student Association

As a nursing student, you can become involved in a national organization and have your voice heard at the College, State and National levels of the Association. Joining NSA will connect you with 38,000 nursing students who are already taking advantage of the many programs and benefits the Association has to offer. Membership in NSA provides scholarship opportunities, reduced rates on health, accident, and malpractice insurance, opportunities to attend and participate in State and National conventions, and more. To learn more about NSA, come to one of the meetings or contact any of the Officers or Faculty Advisors. Check the Bulletin Board on first floor of the CNPD Department of Nursing for the names of Officers and Faculty Advisors, as well as meeting times and place.

As pre professionals, nursing students are expected to represent the University of North Dakota, College of Nursing and Professional Disciplines and the nursing profession in the classroom, clinical and community setting. The Nursing Student Conduct Standards (Policy 257) applies to all pre nursing, direct admit and admitted nursing students.

NURSING STUDENT CONDUCT STANDARDS – POLICY 257

Policy Number:	257
Policy Name:	Nursing Student Conduct Standards Policy
Reviewed by:	Nursing Faculty
Last Review Date:	01/18/19

Introduction:

The College of Nursing and Professional Disciplines (CNPD) Department of Nursing seeks to promote and ensure academic honesty and integrity among students. The goal of this policy is to promote an environment which maintains the ethical and professional standards as established by the American Nurses Association Code of Ethics at <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/> and the [*UND Code of Student Life*](#).

Conduct Standards:

In order to facilitate a strong learning environment for all students and promote professionalism, high standards of academic and professional performance are required of all students. Students are expected to represent the University of North Dakota, College of Nursing and Professional Disciplines, and the nursing profession in a positive manner in the classroom, clinical settings and community. Students participating in clinical experiences are required to abide by the policies of the partnering institutions. The following professional attributes are expected of all students: respect, honesty, integrity, accountability, responsibility, confidentiality and professional conduct.

- I. **Learning Environment Behavior Expectations:** In all nursing courses at the University of North Dakota, students are representatives of the College of Nursing and Professional Disciplines. Students and faculty have the right to be respected and treated with dignity. The “classroom” includes all learning environments, such as classrooms, clinical and community settings, and online environments.
 - A. To create a positive learning environment, the following must occur:
 - i. Active engagement in learning
 - ii. Completion of preparation for class
 - iii. Sharing perceptions during group discussions
 - iv. Respectfully listening to and honoring the contributions of others
 - v. Using appropriate professional verbal and non-verbal communication skills to include honesty, integrity, and respect in their interactions with peers, colleagues, agency personnel, faculty and clients
 - vi. Maintaining confidentiality during simulation is expected.
 - B. Expectations for professional behavior in the classroom, laboratory, and clinical sites include the following:
 - i. Arrive for class on time. Class attendance and promptness are required. Practicing professional behaviors includes the expectation that you inform the course faculty that you cannot attend class, prior to the start of class, just as you would notify your

- supervisor if you were going to miss work. Stay for the entire class period, unless prior approval to leave early has been approved by course faculty.
- ii. Arrive for class prepared. Students are expected to participate in their own and others' learning by completing the assigned readings prior to class and by contributing ideas, experiences, questions, and opinions during class.
 - iii. Remain alert and attentive throughout class. Please do not bring anything to the classroom that is not related to the class, including textbooks, assignments, newspapers, magazines, etc. Side conversations or other disruptive behavior is unprofessional.
 - iv. Laptop/tablet use is only allowed during class when approved by the course faculty as long as it pertains to class material and is not disruptive.
 - v. Cell phone usage during class is not allowed unless prior approval from the course faculty has been obtained. This includes NO phone calls, text messaging, emails, internet use, gaming, or other activities that do not pertain to the course.
 - vi. Professional dress is required during clinical, simulation, lab experiences, professional meetings and/or student presentations in accordance with individual agency policies. Professional dress expectations will be addressed in individual course syllabi.
 - vii. Bringing family members, guests and pets to the classroom and any college related professional activity is not allowed unless prior approval from the course faculty has been obtained.
 - viii. Adhering to all course policies as stated in individual course syllabi.
- C. Additional expectations for clinical experiences
- i. The primary responsibility of nursing students in clinical settings is the welfare of clients.
 - ii. Clinical Removal:
 - a. A student exhibiting behaviors in the clinical setting which are deemed by the responsible faculty member to be unprofessional and/or unsafe to the mental, emotional or physical welfare of clients, staff, self or others shall be subject to immediate removal from the clinical experience until the issue has been resolved.
 - b. 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 and/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. Removal from the clinical experience will continue until the issue has been resolved.

II. Academic Misconduct: Academic misconduct encompasses all kinds of academic dishonesty, deliberate or unintentional. Any suspected instance of misconduct will be investigated. The following list of examples is not exhaustive and occurrences of other types of suspected misconduct will be investigated.

A. Cheating and unauthorized material on examinations and other assignments

- i. All examinations and other assignments are to be completed by the student alone, without inappropriate assistance of any kind unless authorized by course faculty.
- ii. Assisting another student to cheat is an Academic Integrity Code violation. This includes providing another student with a paper or assignment, or any other form of assistance, where you know, or reasonably should know that the other student will use it to cheat.
- iii. Exams:
 - a. No assistance is to be given to or received from other persons;
 - b. No books, notes or other materials are to be consulted;
 - c. Electronic devices, to include: laptops, tablets, cellphones, calculators, or other electronic devices are not permitted;

- d. If a calculator or other electronic device is permitted, it is to only be used for the intended purpose, as described by the course faculty.

B. Academic misconduct in online assignments

- i. Online assignments are subject to the same standards of integrity that apply to traditional classroom assignments.

C. Submitting the same assignment for different classes

- i. Submitting the same assignment for a second class violates the assumption that every assignment advances a student's learning and growth. Unless the second course faculty expressly allows it, submitting an assignment already submitted for another class is a form of cheating. This is also known as self-plagiarism.

D. Intentional dishonesty

- i. Deceiving a course faculty in order to obtain an excused absence, an extension on a due date, a makeup examination, an incomplete, etc. is considered academic dishonesty.
- ii. It is an Academic Integrity Code violation to steal, destroy, or alter another students' work, gain unauthorized access to faculty offices, email accounts, or course management services.

E. Improper collaboration and collusion

- i. **Collaboration** means working together. **Collusion** means unauthorized collaboration.
- ii. Permission from the course faculty to "work together" on an assignment, project, or paper is not permission to violate the rules of integrity. Unless the course faculty specifies otherwise, it is assumed that all work submitted for a grade will be the product of the student's own understanding, and thus expressed in the student's own words, calculations, etc. When a student's work is identical or very similar to another student's work when individual variations would be expected, it is reasonable for the course faculty to conclude that collusion has occurred.

F. Plagiarism

- i. Plagiarism is the most common form of academic misconduct. Plagiarism occurs when a student misrepresents, as his/her own work, the work, written or otherwise, of any other person (including another student) or of any institution. All types of work submitted by students are covered by this definition including written assignments, diagrams and pictures.
- ii. The following rules apply:
 - a. Submission of the same or substantially similar work of another person without proper acknowledgement of the source.
 - b. Improper documentation of quotes, words, ideas, or paraphrased passages taken from published or unpublished sources without proper acknowledgement of the source.
 - c. The close paraphrasing of another's work by simply changing a few words or altering the order of presentation without proper acknowledgement of the source.
 - d. Use of another student's work while representing it as your own.
 - e. Unauthorized submission of a paper as original work in one course when credit has been received in another course.
 - f. Attempts to receive credit for group work when a group member has not participated or contributed to the group project.

III. Professional Misconduct: Professional misconduct encompasses any actions on the part of a student which might render them unsuitable to undertake/continue a professional-oriented component of their program of study. Examples of professional misconduct include:

A. Violation of professional code of ethics.

B. Falsifying information of any kind or misrepresenting information to the college or university.

- C. Theft, damaging, defacing** or unauthorized use of university, college or clinical agency property.
- D. Confidentiality:** As part of your education, you may need to share specific patient data with the health care facility staff, course faculty, or other students. The sharing of patient data in verbal, written, and electronic formats is only appropriate when you do so as a part of your clinical training.
- i. Unauthorized accessing or sharing confidential information regarding faculty, staff, or students.
 - ii. Unauthorized accessing or sharing confidential information regarding patients in clinical settings. Refer to HIPAA training.
- E. Civility:** Uncivil behaviors are disrespectful and devalue the person targeted. Behaviors and language that cause emotional harm and violates the dignity of an individual or group constitutes incivility. This includes, but is not limited to, peers, faculty, staff, clients and agency personnel. Examples are as follows:
- i. Demeaning language
 - ii. Yelling
 - iii. Gossiping
 - iv. Intimidation
 - v. Threatening
 - vi. Bribing someone
 - vii. Instigating
 - viii. Inflammatory written communication
 - ix. Rudeness
 - x. Ostracizing
 - xi. Violence or any other disrespectful behavior
- F. Technology:**
- i. Inappropriate use of electronic devices in the classroom and clinical setting. Audio/video recording or taking photos in a classroom, lab, simulation or clinical setting is prohibited without prior approval from course faculty.
 - ii. Students may be audio/video recorded, or photographed in a classroom, lab, simulation or clinical settings for assessment and/or evaluation purposes only as part of the classroom learning.
 - iii. Social Media Guidelines:
 - 1) See [White Paper: A Nurse's Guide to the Use of Social Media](#)
 - 2) See [Guidelines for Using Electronic and Social Media: The Regulatory Perspective](#)
 - 3) Inappropriate use of social media that violates standards of academic and professional conduct of the college and university. Social media is characterized as a platform of electronic communication (web sites for social networking and blogging) through which users create online communities to share information, ideas, personal messages, and other content (videos, pictures), etc. Social media outlets include, for instance:
 - Social Networking Sites (Facebook, LinkedIn, Pinterest, Foursquare, Instagram, Flickr)
 - Content Communities (YouTube)
 - Micro-blogging sites (Twitter)
 - Blogs (company and personal blogs, Wordpress, Blogger), Forums and Discussion Boards (Google Groups, Yahoo! Groups)
 - 4) Social Media myths and misunderstandings according to the National Council of State Boards of Nursing (NCSBN, 2011) include:
 - *A mistaken belief that the communication or post is private and accessible only to the intended recipient. The nurse may*

fail to recognize that content once posted or sent can be disseminated to others.

- *A mistaken belief that content deleted from a site is no longer accessible. The moment something is posted, it lives on a server that can always be discoverable in a court of law.*
- *A mistaken belief that it is harmless if private information about patients is disclosed if the communication is accessed only by the intended recipient. This is still a breach of confidentiality.*
- *A mistaken belief that it is acceptable to discuss or refer to patients if they are not identified by name, but referred to by a nickname, room number, diagnosis or condition. This too is a breach of confidentiality and demonstrates disrespect for patient privacy.*
- *Confusion between a patient's right to disclose personal information about himself or herself (or a health care organization's right to disclose otherwise protected information with a patient's consent) and the need for health care providers to refrain from disclosing patient information without a care-related need for the disclosure.*

Approved by Undergraduate Nursing Council R 04/08/16
Approved by Nursing Faculty: R 04/29/16; R 01/17/18; **R 01/18/19**

[See APPENDIX A: Nursing Student Conduct Standards Procedure – 257a](#)

[See APPENDIX B: Undergraduate Nursing Exam Security Procedure – 257b](#)

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.

OSS Advisor

The student's assigned OSS advisor will provide assistance in the following:

- Class registration support
- Program audits/graduation and semester
- Referral for basic tutoring needs
- Emergency notifications
- Coordination of referrals and services for students in crisis (through the Director of the Office of Student Services)
- Financial aid/scholarships and referral
- Maintenance of the academic file/student records
- General questions about admission and other documentation
- General questions about verifications

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.

Faculty Advisor

Nursing faculty advisors are available to assist students with academic questions or concerns. Each student's faculty advisor will provide assistance with the following:

- Assistance with academic support for nursing classes
- Academic advisement with deficiencies or failing grades
- Removal of academic holds after advisement (semester holds for deficiency or failing grades)
- ATI support and remediation
- Course related issues
- Clinical related issues
- Professional/career advisement
- Internship discussions
- Grievance process

Students are encouraged to meet with their faculty advisors on a regular basis to discuss academic progress during their time in the nursing program.

ADMISSION CRITERIA FOR TRADITIONAL BSN PROGRAM – POLICY 206

Policy Number:	206
Policy Name:	Admission Criteria for Traditional BSN Program
Reviewed by:	Undergraduate Council
Last Review Date:	11/09/18

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.
- ✓ Preference will be given to students who graduate from a rural high school. Rural is defined as a town with a population of less than 50,000 people (HRSA). Rural will be determined based on the student's high school graduation location.
- ✓ 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)
- ✓ 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.

Editorial R 4/25/18

Approved by Nursing Undergraduate Council R 11/13/15, R 04/08/16, R 5/13/16, R 10/13/17; R **11/09/18**

[See APPENDIX C: Pre-Nursing & Concept Based Nursing Curriculum](#)

ADMISSION POLICY RN TO BSN – POLICY 215

Policy Number:	215
Policy Name:	Admission Policy RN to BSN
Reviewed by:	Nursing Faculty
Last Review Date:	09/28/18

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.
- Verifications and immunizations should be completed and uploaded into the verification tracker following Procedure 247f.

[See APPENDIX D: RN-BSN Verifications/Immunization – Procedure 247f](#)

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; 09/28/18**

RN-BSN POLICIES – POLICY 218

Policy Number:	218
Policy Name:	RN-BSN Policies
Reviewed by:	Nursing Faculty
Last Review Date:	09/28/18

- 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 Disciplines (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.

Approved by Nursing Faculty 10/24/14; **09/28/18**

[See APPENDIX E: RN/BSN Nursing Curriculum Sequence](#)

UNDERGRADUATE STUDENT FUNCTIONAL ABILITIES – POLICY 205

Policy Number:	205
Policy Name:	Undergraduate Nursing Student Functional Abilities
Reviewed by:	Nursing Faculty
Last Review Date:	11/15/18

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 Services for Students (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.

Approved by Nursing Faculty 10/24/14; **R 11/15/18**

The actual list of common activities/tasks required in the nursing profession is available at:

<https://cnpd.und.edu/nursing/files/docs/functional-abilities.pdf>

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 F: Undergraduate Nursing Student Functional Abilities Procedure – 205a](#)

[See APPENDIX G: Undergraduate Nursing Student Functional Abilities Release Form – 205b](#)

CURRICULAR POLICES

INTEGRATION OF ATI MATERIAL INTO UNDERGRADUATE CURRICULUM – POLICY 409

Policy Number:	409
Policy Name:	Integration of ATI Material into Undergraduate Curriculum
Reviewed by:	Undergraduate Nursing Council
Last Review Date:	11/17/17

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

[See APPENDIX H: Integration of ATI Materials into Undergraduate Curriculum – Procedure 409a](#)

[See APPENDIX I: ATI Schedule for Traditional BSN Program – Procedure 409b](#)

GRADING SCALE FOR UNDERGRADUATE AND GRADUATE NURSING COURSES – POLICY 403

Policy Number:	403
Policy Name:	Grading Scale for Undergraduate and Graduate Nursing Courses
Reviewed by:	Nursing Faculty
Last Review Date:	03/22/2019

INTRODUCTION

The objective of this policy is to ensure that a uniform grading scale for student evaluation is used throughout all undergraduate and graduate nursing courses. Consistency in awarding grades establishes common standards of achievement, enabling students to have a relative expectation for grading in each course, and offers students and stakeholders a relative measure of the level of a student's mastery in a unit or course.

POLICY:

The grading scale for ALL nursing courses, including nursing electives, is as follows:

92-100	A
83-91	B
74-82	C
66-73	D
65	F
Incomplete	I

Approved by Nursing Faculty 10/24/14; 03/22/19

UNDERGRADUATE PROGRAM GRADING PROCEDURE – POLICY 403A

Policy Number:	403a
Policy Name:	Undergraduate Grading Procedure
Reviewed by:	Nursing Faculty
Last Review Date:	03/22/2019

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**

92.00-100%	A
83.00-91.99%	B
74.00-82.99%	C
66.00-73.99%	D
Below 65.99%	F
Incomplete	I

- **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 proctored exams to pass the course**

3. **Point Allocation**

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

1 credit course	200 – 300 points
2 credit course	300 – 400 points
3 credit course	400 – 500 points
4 credit course	500 – 600 points

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 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.

Approved by Undergraduate Nursing Council 4/21/17
Approved by Nursing Faculty 4/28/17; **R 03/22/19**

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

Policy Number:	212
Policy Name:	Placement For Out Of Sequence Students
Reviewed by:	Nursing Faculty
Last Review Date:	09/28/18

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 (226) 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.
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 226. 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.

**ACADEMIC ISSUES: REPEATING COURSES, PROBATION AND DISMISSAL –
POLICY 226**

Policy Number:	226
Policy Name:	Academic Issues: Repeating Nursing Courses, Probation and Dismissal for Undergraduate Nursing Students
Reviewed by:	Nursing Faculty
Last Review Date:	03/20/2018

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.

REPEATING COURSES:	PROBATION:	DISMISSAL:
<p>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.</p> <p>2. A student who withdraws from a nursing course may repeat that course only once, on a space available basis.</p>	<p>A student is placed on probation if any of the following occur:</p> <p>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.</p> <p>2. Overall GPA drops below the required average (2.75) at the end of any semester.</p> <p>3. Violation of the Nursing Code of Conduct may result in probation.</p>	<p>1. The final decision to dismiss a student will be made by the UG Department Chair in any one of the following situations:</p> <p>A. Receipt of a "D" or "F" nursing grade while on probation, since a "D" grade is a failing grade in the undergraduate nursing department.</p> <p>B. Failure to achieve a minimum of a "C" when repeating a nursing course.</p> <p>C. Failure to achieve a minimum of "C" in two different nursing courses.</p> <p>D. Withdrawing with a failing grade ("D" or "F") from the same nursing course twice.</p> <p>E. Withdrawing from 2 or more nursing classes with a failing grade in the same semester.</p> <p>F. Withdrawal from all nursing courses without an approved leave of absence.</p> <p>G. Failure to meet progression standards of 2.75 overall GPA for two consecutive semesters.</p> <p>H. Failure to return from a Leave of Absence at the approved date.</p> <p>I. Revocation or suspension of a required license or ineligibility to participate in clinical.</p> <p>J. Student behavior that is unprofessional or unsafe to the mental, emotional, or physical welfare of clients, staff, or others.</p> <p>K. Student behavior showing that the student is not capable of fulfilling the requirements of the program.</p> <p>2. Dismissal for a course related issue may be</p>

REPEATING COURSES:	PROBATION:	DISMISSAL:
		<p>made by the Department Chair only after attempts to resolve the issue have been held.</p> <p>3. Violation of the Nursing Code of Conduct may result in dismissal.</p> <p>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</p>

PETITIONS/APPEALS – POLICY 232

Policy Number:	232
Policy Name:	Petitions/Appeals Policy
Reviewed by:	Nursing Faculty
Last Review Date:	11/15/18

The student has the ability to appeal academic issues within the Department of Nursing. The procedure for submitting petitions/appeals is outlined in the petition/appeals procedure 232a. It is the student's responsibility to initiate and follow through the petition/appeals process with guidance from their academic advisor and/or Office of Student Services Advisor. A special appeals board may be convened by the CNPD Dean or designee.

Approved by Nursing Faculty 10/24/14; **11/15/18**

[See APPENDIX J: Academic Petition/Appeals Procedure and Matrix – Procedure 232a](#)

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

Policy Number:	245
Policy Name:	Professional Appearance & Equipment Requirements for Undergraduate Nursing Students
Reviewed by:	Undergraduate Council
Last Review Date:	05/14/2019

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
- Green Uniform (Cherokee brand)
- Watch (with seconds)
- Stethoscope
- Sphygmomanometer (adult size)
- Bandage Scissors
- Pen Light

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: hunter green skirts) Long- or short-sleeved t-shirts (restricted to solid colored black, gray, 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 with half- to three-quarter-length sleeves is optional. A lab coat over professional attire can be worn for collecting data when not on a scheduled clinical experience. Nursing uniforms are to be worn only in professional settings, or as outlined in course syllabi. Failure to meet these standards is considered a violation of the Nursing Student Conduct Standard (Policy 257). Variations in attire for other clinical settings will be described in course syllabi.

Picture ID Name Badge: The University of North Dakota Department of Nursing Picture ID Name Badge is purchased online. The format for the Picture ID is First Name, followed by "Student Nurse." Submit request for a Nursing name badge at [U Card/Badge Request](#).

Nursing picture ID name badges are only mailed to addresses in the US and Canada. Nursing name badges will not be mailed within the Grand Forks city limits. This includes Grand Forks and East Grand Forks. Nursing picture ID name badges can be picked up on campus at the One Stop Student Services.

Lanyards are not allowed in the clinical setting. Badge clips will be provided.

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 worn except a wedding band/ring which may need to be removed at times, or small stud earrings. Pierced jewelry in the lip, tongue, or eyebrow areas other than on the earlobe is not allowed, and while in clinical such piercings must contain a clear piece of jewelry or else

jewelry must be removed. One facial piercing is permitted in the nostril but must contain either a stud or post/flat adornment. No rings, hoops, or larger jewelry is permitted to the nostril area. Gauges (larger disc-like earrings in the earlobe area) are not permitted.

Tattoos:

Tattoos are permitted with the following guidelines:

- Tattoos that are visible must be appropriate in nature and not contain any graphic or inappropriate images, language, or symbols that may be offensive to other staff, family members, or patients.
- Tattoos that cover an entire body part (sleeve tattoos) on arms or legs must be fully covered by long sleeve/full length pants.

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.

Students must also comply with all clinical agency policies that may differ from these.

Approved by Undergraduate Nursing Council: **R 05/14/19**
Approved by Nursing Faculty: R 3/28/14; R 01/18/19

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 regarding 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.

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

Policy Number:	211
Policy Name:	Licensing Policy For Students Licensed Through A State Board Of Nursing
Reviewed by:	Nursing Faculty
Last Review Date:	01/18/2019

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 Dean and appropriate faculty, whether disciplinary action will be taken.

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 Nursing 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.
- [*Undergraduate Catalog*](#). This is available on the UND web pages.
- [*Schedule of Courses*](#). This is available each semester on the UND website and from Campus Connection.
- [*American Nurses Association Code of Ethics*](#): The ANA Code of Ethics is available on ANA's website. <http://nursingworld.org/>

APPENDICES

APPENDIX A: NURSING STUDENT CONDUCT STANDARDS – PROCEDURE 257A

Policy Number:	257a
Policy Name:	Nursing Student Conduct Standards Procedure
Reviewed by:	Nursing Faculty
Last Review Date:	01/18/19

Procedure:

In situations where a faculty member, clinical agency staff, preceptor or another student witness and/or are advised of a suspected violation of the Code of Conduct policy, action will be taken promptly to address the issue with the student.

Reporting and Documentation Process for a Suspected Violation of the Code of Conduct

1. Reports of suspected and/or witnessed academic or professional misconduct should be made to the appropriate course faculty within 5 business days of the suspected occurrence. Failure to report will result in disciplinary action.
2. The course faculty immediately notifies appropriate department chair of suspected and/or witnessed occurrence.
3. After reporting to department chair, course faculty will set up meetings with all students involved in suspected and/or witnessed occurrence. These meetings will include course faculty and the course coordinator. The Suspected Violation of Code of Conduct form is completed and submitted to the department chair within 5 business day of the suspected violation.
4. Documentation of the meeting details will be recorded on the Suspected Violation of the Code of Conduct form and a copy will be placed in the student file in the Office of Student Services. All documentation related to a suspected or witnessed violation will be removed from the student file upon graduation from the nursing program.
5. Depending on the seriousness of the violation, clinical experiences may be suspended during the process of investigation.
6. The department chair will notify the Dean of the suspected and/or witnessed occurrence upon receipt of Suspected Violation of Code of Conduct form.

Disciplinary Sanctions for a Suspected Violation of the Code of Conduct

Upon completion of investigation:

1. Course faculty, in collaboration with the Department Chair and clinical preceptor (if appropriate), will determine if sanctions will occur within the course or will be referred to the Dean.
2. Course sanctions may include but are not limited to, grade reduction, failure of the assignment, failure of the course.
3. Course sanctions will be communicated in writing to the student/students by the course faculty within three class days following the determination of course sanctions.
4. If a second removal from a clinical experience occurs as a result of a violation of the Code of Conduct policy, the student shall be permanently removed from patient contact in that course. Such removal shall result in immediate failure of the clinical course.
5. Within three class days after the second removal from a clinical experience, 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.
6. Incidents of misconduct that are deemed to have broader impact as determined by course faculty will be referred to the Dean for disciplinary sanction.
7. Sanctions by the Dean will be communicated in writing to the student/students involved in the occurrence.

Student Appeals Process and Dismissal

Students have right to appeal sanctions as outlined in Department of Nursing policies 236 and 237.

Approved by Undergraduate Council R 04/08/16
Approved by Nursing Faculty R 04/29/16; **R 01/18/19**

APPENDIX B: UNDERGRADUATE NURSING EXAM SECURITY PROCEDURE – 257B

Procedure Number:	257b
Procedure Name:	Undergraduate Nursing Exam Security Procedure
Reviewed by:	Undergraduate Council
Last Review Date:	1/11/19

The College of Nursing and Professional Disciplines (CNPD) is committed to protecting the integrity of exams. The following procedure will be used for all exams within the Department of Nursing.

Testing Procedures

These guidelines must be followed when administering an exam.

Guidelines for exam administration on campus:

1. All tests should be proctored for the entirety of the exam by a faculty member or graduate student assistant.
2. Make-up exams must be in an alternate format and different than the exam given to the class.
3. If a student has documented accommodations for testing, it is the faculty member's responsibility to make arrangements based on the guidelines from DSS.
4. Seating assignments for testing may be made by faculty member.
5. Any suspected or observed cheating should be reported as outlined in the misconduct reporting process.
6. Upon completion of the exam, exam material must remain in the possession of the faculty/and or proctor at all times.
7. Exam review must be directly supervised by course faculty.
8. Online students must comply with UND TTaDA requirements for testing.

Student requirements during examination administration

1. No hats, coats/jackets, or sunglasses are to be worn during an exam.
2. All electronic devices must be turned off during an exam or exam review.
3. All student belongings, including backpacks, cell phones, and watches must be at the front of the room during testing.
4. No scratch paper is allowed, unless approved and provided by faculty.
5. No food is allowed during an exam. Water only is allowed in clear containers at the discretion of the faculty.
6. Students will not be allowed to leave the classroom during an examination. If the student leaves the room, the exam will be submitted for grading at that time.
7. All exam materials must be submitted prior to leaving the classroom.

Approved by Undergraduate Council 1/11/2019

APPENDIX C: PRE-NURSING & CONCEPT BASED NURSING CURRICULUM

PRE-NURSING CURRICULUM			
1st Semester		2nd Semester	
*Engl 110-College Comp 1	3	*Engl 130 Comp-College Comp II	3
*Chem 115/Lab-Intro Chem or Chem 121/Lab-Gen Chem 1	4	*Chem 116/Lab-Intro Organic & Biochemistry	4
*Psyc 111-Intro Psych	3	*Anat 204/Anatomy	3
*Soc 110-Intro Soc or Soc 115-Soc Prob or Anth 117-Cult Anth	3	# Essential Studies	3
*Math 103-College Algebra	3		
Credits	16	Credits	13
3rd Semester		4th Semester	
*Mbio 202/Lab-Microbiology	5	# Psyc 250-Dev Psych	4
*PPT 301-Human Physiology	4	# Statistics-Soc 326 or Psyc 241 or Econ 210	3/4
*N&D 240-Fund of Nutrition	3	# PPT 315-Pharmacology	3
Essential Studies	3	# Essential Studies	6
Credits	15	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://cnpd.und.edu/nursing/undergraduate-nursing.html#d19e94-5 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			
Semester One		Semester Two	
Nurs 300 Foundations of Nursing Practice	5	Nurs 330 Health and Illness II	4
Nurs 301 Professional Nurse	2	Nurs 331 Patient & Family Centered Nursing	3
Nurs 304 Nursing Pharmacology	3	Nurs 332 Pathophysiology II	2
Nurs 310 Health and Illness I	2	Nurs 333 Clinical Practicum II	4
Nurs 312 Pathophysiology	2	Nurs 334 Nursing Pharmacology II	2
Nurs 313 Clinical Practicum	2		
Semester Credits	16	Semester Credits	15
Semester Three		Semester Four	
Nurs 403 Nursing Across the Life Span Practicum	2	Nurs 441 Population Based Health	3
Nurs 404 Professional Nurse II	2	Nurs 442 Health Care Infrastructure	3
Nurs 406 Evidence-Informed Practice	2	Nurs 443 Clinical Practicum IV	2
Nurs 420 Interprofessional Healthcare	1	Nurs 444 Baccalaureate Nursing Review Course	1
Nurs 430 Health and Illness III	4	Nurs 450 Transition to Practice: Seminar	2
Nurs 433 Clinical Practicum III	4	Nurs 453 Clinical Practicum V: Transition to Practice	3
Semester Credits	15	Semester Credits	14
		Total Credits Required	120

APPENDIX D: RN-BSN VERIFICATIONS/IMMUNIZATIONS PROCEDURE – 247F

Policy Number:	247f
Policy Name:	RN to BSN Verifications/Immunizations Procedure
Reviewed by:	Nursing Faculty
Last Review Date:	3/22/19

- All students admitted to the RN to BSN program are required to provide documentation of current immunizations verifications and health insurance to the CNPD approved vendor prior to beginning the Nursing program.
- Annual or periodic **updates or re-certifications** are required **the semester** prior to the second semester of clinical/practicum coursework. All verifications must be valid and cannot expire during the academic semester in which the student is participating in clinical/practicum coursework.
- Students will not be allowed to attend class, clinicals, and/or practicum experience if they are not in compliance with this procedure.

The requirements for the RN to BSN program are as follows:

Upon admission (deadline will be provided to student):

- **Background Check:** see policy 207 and procedure 207a
- **Drug and alcohol screening:** see policy 238 and procedure 238a
- **RN Licensure:** Proof of unencumbered licensure as a Registered Nurse in the state in which the student is licensed. Licensure must be updated as required by the State Board of Nursing schedule in the state in which the student is licensed). Written proof of licensure for any state can be obtained online at: <https://www.nursys.com/>
- **Health Insurance:** Students are required to have health insurance coverage and are responsible for any medical expenses incurred while enrolled in the College of Nursing & Professional Disciplines. Students will sign an Acknowledgement of Health Insurance/Acceptance of Liability for Health Treatment form upon admission.

The following are due the semester prior to starting clinicals/practicum coursework and must be good for at least one year at the time of submission. It is important to note some may also require an additional annual update:

- **Tuberculin testing:** Students must complete a, b, or c as follows:
 - a. A negative two step TB test (TST). The two-step tuberculin test involves placement of a purified protein derivative (PPD) to test for tuberculosis. The first reading must be read by a health care professional within 48 – 72 hours after placement, and the area of induration must be recorded. The second PPD test step should be administered one to two weeks after the first test.
 - b. Submission of two previous negative TB skin tests, read within 12 months of each other.
 - d. One Interferon-Gamma Release Assay (IGRA) test, which includes QuantiFeron TB Gold (QFT-G), QuanteFeron Gold in tube test (GFT-GIT) or T-Spot for TB (T-Spot) along with any required follow-up, done prior to clinical within the past 12 months is accepted

Students who are positive reactors must have a report of one negative chest x-ray on file and a statement signed by self and a health care provider, assuring absence of symptoms. Once

this documentation is submitted, yearly TST or IGRA is not required. Bacille Calmette-Guérin (BCG) vaccinated individuals who test positive by TST and negative by IGRA are not required to have a follow-up X-ray.

Additional information about the Tuberculin Skin Testing process can be found at:
<http://www.cdc.gov/tb/publications/factsheets/testing/skintesting.htm>

Tuberculin testing must be updated annually and cannot expire during the semester.

- **Measles, Mumps & Rubella (MMR):** Documentation of 2 doses of the vaccine or an-antibody blood titre documenting immunity is required. Students known to be pregnant will not be required to receive the rubella vaccine.
- **Varicella (Chickenpox) Immunization:** A history of varicella cannot be self-reported. Students must document 2 doses of the varicella vaccine, laboratory confirmation of immunity, or laboratory confirmation of disease, diagnosis or verification of a history of varicella disease by a licensed health care professional. If acceptable documentation of immunity cannot be provided and a titer does not confirm immunity, 2 doses of varicella vaccine will need to be administered again.
- **Hepatitis B Immunization:** 3 doses (at least the first dose given prior to beginning nursing classes) or an anti-HBs titre documenting immunity is required. Students may sign a waiver of declination to be vaccinated or tested. Students who refuse to have the Hepatitis B vaccine series may not be allowed to participate in clinical experiences in agencies where it is required. **It is important to note that the Hepatitis B series takes 4 to 6 weeks to complete; therefore if you have not had this series, you should begin this process as soon as possible to comply with this requirement.**
- **HIPAA and OSHA training:** Students are required to complete HIPAA and OSHA training on admission. OSHA training must be completed annually.
- **Cardio-Pulmonary-Resuscitation Certification (CPR):** Students must provide proof of current CPR certification by the American Heart Association or American Red Cross in Basic Life Support for the healthcare provider. The only online course CPR course accepted is the HeartCode class through the American Heart Association. This online course covers the cognitive component of the training only. Students will need to complete Parts 2 and 3 with an AHA BLS Healthcare Provider instructor. Certification training must include infant, child, and adult CPR as well as both 1- and 2-person CPR. Renewal of CPR needs to be completed every 2 years.
- **Tdap:** A one-time dose of the Tdap vaccination is required. A Td booster must be received every 10 years following Tdap.
- **OSHA Training:** OSHA training is required annually. This includes completion of training and a completed quiz. This training includes a review of the Department of Nursing Bloodborne Pathogen Protocol. The protocol needs to be signed by the student and uploaded annually.
- **Seasonal Influenza Vaccine:** Must be completed annually in the fall/winter (and in semester prior to beginning clinical courses). All documentation must contain the name of the agency or facility providing the vaccine as well as the signature and the credentials of the person giving the vaccine. Exceptions are allowed for those with the following medical contraindications only: egg allergy, history of Guillain-Barre within 6 weeks of influenza vaccination, and anaphylaxis after influenza vaccinations. A signed waiver from a health care provider must be provided in these cases. Contraindications are based on recommendations from the Centers for Disease Control and Prevention. Students will receive an email in the fall semester to inform them of the deadline to receive the flu vaccine.

Approved by Nursing Faculty 03/22/19; Update 6/25/19

APPENDIX E: RN/BSN NURSING CURRICULUM SEQUENCE

Total 31 credits

Two Options:	
Full Time	Completion in 12 months
Part Time	Completion in 24 months

All prerequisites will be completed prior to beginning nursing courses.

RN-BSN CURRICULUM		
FULL TIME CURRICULUM – COMPLETION 12 MONTHS		
FALL-11 CREDITS		
NURS 282	Health Promotion	2 credits
NURS 302	Pathophysiology	3 credits
NURS 350	Nursing in Transition	3 credits
NURS 410	Clinical Reasoning for Safety and Quality Outcomes	3 credits
SPRING-11 CREDITS		
NURS 326	Evidence Based Practice	2 credits
NURS 490	Transcultural Health Care	3 credits
NURS 405	Nursing Informatics	3 credits
NURS 415	Interprofessional Collaborations for Improving Health Care Systems Outcomes	3 credits
SUMMER- 9 CREDITS		
NURS 324	Public Health Nursing Theory	2 credits
NURS 374	Public Health Nursing Clinical*	2 credits
NURS 474	Professional Development II	5 credits
*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)		
NURS 282	Health Promotion	2 credits
NURS 350	Nursing in Transition	3 credits
SPRING (5 CREDITS)		
NURS 326	Evidence Based Practice	2 credits
NURS 490	Transcultural Health Care	3 credits
SUMMER (4 CREDITS)		
NURS 324	Public Health Nursing Theory	2 credits
NURS 374	Public Health Nursing Clinical*	2 credits
*Clinical placement will be arranged near student's place of residence as permitted by State's Board of Nursing.		
FALL (6 CREDITS)		
NURS 302	Pathophysiology	3 credits
NURS 410	Clinical Reasoning for Safety and Quality Outcomes	3 credits
SPRING (6 CREDITS)		
NURS 405	Nursing Informatics	3 credits
NURS 415	Interprofessional Collaborations for Improving Health Care System Outcomes	3 credits
SUMMER (5 CREDITS)		
NURS 474	Professional Development	5 credits

APPENDIX F: UG NURSING STUDENT FUNCTIONAL ABILITIES PROCEDURE – 205A

Policy Number:	205a
Policy Name:	Undergraduate Nursing Student Functional Abilities procedure
Reviewed by:	Nursing Faculty
Last Review Date:	11/15/18

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. 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.

Requests for accommodation must be made as soon as possible in order to avoid delays in arranging reasonable accommodations.

PROCEDURE FOR REQUESTING ACCOMODATIONS

1. If a student has concerns about meeting the functional abilities as described on the sheet entitled, "Common Activities/Tasks Required in the Nursing Profession", he/she must contact the Department of Nursing Director of the Office of Student Services.
2. If a student wishes to request an accommodation, he/she must apply at Disability Student Services (DSS), 190 McCannel Hall, 701-777-3425. DSS will verify the existence of the disability and a need for accommodations.
3. 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.

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 website or are available on request. These provide a framework for relating functional ability categories and representative activities/ attributes to self-limitations and accommodations.

Approved by Nursing Faculty 10/24/14; **R 11/15/18**

APPENDIX G: UG NURSING STUDENT FUNCTIONAL ABILITIES RELEASE FORM – 205B

Policy Number:	205b
Policy Name:	Undergraduate Nursing Student Functional Abilities Release Form
Reviewed by:	Nursing Faculty
Last Review Date:	11/15/18

**University of North Dakota
College of Nursing and Professional Disciplines**

**Undergraduate Nursing Student
Functional Abilities Release**

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

The policy, Functional Ability Requirements for Undergraduate Nursing Students and Common Activities/Tasks Required are accessible on the College of Nursing and Professional Disciplines internet site at <https://cnpd.und.edu/nursing/files/docs/functional-abilities.pdf> or are available from the Office of Student Services 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. I am aware of that discussion of any disability or possible accommodation should be discussed with the Director of the Office of Student Services.

Student Signature

Date

National Council of State Boards of Nursing (1999). Guidelines for using results of functional abilities studies and other resources. Chicago, IL

Approved by Nursing Faculty 10/24/14; R 11/15/18

**APPENDIX H: INTEGRATION OF ATI MATERIALS INTO UNDERGRADUATE CURRICULUM
– PROCEDURE 409A**

Procedure Number:	409a
Procedure Name:	Integration of ATI material into Undergraduate Curriculum Procedure
Reviewed by:	Undergraduate Nursing Council
Last Review Date:	12/7/2018

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 Undergraduate 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 of the four core assigned proctored assessments will be worth 5% of the course grade in semester one, 10% of the course grade in semesters 2 and 3, and 15% of the course grade in semester 4. If the course has a combined theory and clinical/lab component, the percentage 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:

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:

1. 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.
2. 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.
3. 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; **R 12/07/2018**

APPENDIX I: ATI SCHEDULE FOR TRADITIONAL BSN PROGRAM – PROCEDURE 409B

Procedure Number:	409b
Procedure Name:	ATI Schedule for Traditional BSN Program
Reviewed by:	Undergraduate Nursing Council
Last Review Date:	12/7/2018

Semester 1

1. Review Manuals (Undergraduate Department)
 - Distribution of all textbooks
 - Directions to establish ATI account, provide Product ID
2. Orientation
 - N300 Foundations Lab:
 - ATI Plan- Getting Started With ATI– Online Tutorial
3. 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)
4. Core Proctored Exam for this semester:
 - N300 Foundations: Fundamentals*

Semester 2

1. Assignments
 - N330 Health & Illness 2
 - Medical Surgical (practice exam)
 - Maternal Newborn (proctored)
 - N333 Clinical Practicum II
 - Maternal Newborn (Practice)
 - Nursing Care of Children (Practice)
 - N334 Nursing Pharmacology II
 - Pharmacology (practice exam) *
2. Core Proctored Exam for this semester:

- N334 Nursing Pharmacology II
 - Pharmacology exam*

Semester 3

1. Assignments
 - N403 Nursing Across the Lifespan
 - Nursing Care of Children (proctored)**
 - N430 Health & Illness 3
 - Mental Health practice (practice exam and/or proctored)**
 - N404 Professional Nurse II
 - Leadership & Management (practice exam and/or proctored)**
2. Core Proctored Exam for this semester:
 - N430 Health & Illness 3
 - Medical Surgical exam*

Semester 4

1. Assignments
 - N441 Population Health
 - Community Health (practice and/or proctored)
2. Core Proctored Exam for this semester:
 - 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.

Approved by Undergraduate Nursing Council 4/21/2017; 11/17/17; R 12/07/2018

**APPENDIX J: ACADEMIC PETITION/APPEALS PROCEDURE AND MATRIX –
PROCEDURE 232A.**

Policy Number:	232a
Policy Name:	Academic Petition/Appeals Procedure and Matrix
Reviewed by:	Nursing Faculty
Last Review Date:	11/15/18

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.

Petitions/Appeals	Form to use	Office of Student Services Advisor	Faculty Advisor	Instructor	Dept. Chair	CNPD Dean or Associate Dean	Dean of College offering the course (if not a nursing course)
Administrative Procedures Form							
# Graduate without being enrolled:	Administrative Procedures Form	1				2	
# Extension of time to remove incomplete	Administrative Procedures Form	1		2	3	4	
# Graduate from one college while enrolled in another	Administrative Procedures Form	1				2	3
Nursing Petition Form							
Complete a major with fewer than 15 hours in the major done in residence	Nursing Petition Form	1			2	3	
Graduate with fewer than 36 upper level credit hours	Nursing Petition Form	1				2	
Have a similar, but differently named, course constitute a repeat of a previous course	Nursing Petition Form	1		2	3		

Petitions/Appeals	Form to use	Office of Student Services Advisor	Faculty Advisor	Instructor	Dept. Chair	CNPD Dean or Associate Dean	Dean of College offering the course (if not a nursing course)
<i>Petition to waive Nursing admission requirements</i>	<i>Nursing Petition Form</i>	1			2		
<i>Taking nursing course out of sequence (progression after admission)</i>	<i>Nursing Petition Form</i>	1	2	3	4		
<i>Waive up to one credit of Essentials Studies Requirement (with the exception of Math, Science, Technology and Special Emphasis Courses)</i>	<i>Nursing Petition Form</i>	1				2	
<i>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</i>	<i>Nursing Petition Form</i>	1				2	
Other Forms							
<i>Take a course "off campus" within the last 30 hours in residence or within the last 15 for a subsequent degree</i>	<i>Last 30 petition form</i>	1				2	
<i>Change a grade misrecorded in a course</i>	<i>Grade Change Form</i>	1		2		3	
<i>Evaluate a nursing course syllabus from another school for possible transfer credit</i>	<i>Transfer of Nursing Credit Request</i>	1		2	3		

1 – 4 = Numbers indicate the order to follow for signature/approval
= Final copies of these petitions must be sent to the Registrar's Office.

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

Registration Action Form (continued)

- 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

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.