



DEPARTMENT OF NURSING STUDENT HANDBOOK 2020-2021

Updated June 2020



Student Handbook of Policies and Procedures for Nursing Students

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

Welcome to the University of North Dakota College of Nursing and Professional Disciplines. It is very important that you read this UND Department of Nursing handbook as well as the supplemental handbook that pertains to the Nursing program to which you are admitted (i.e. Undergraduate, Masters of Science, Doctor of Nursing, Nurse Anesthesia or Ph.D).

As a student of the University of North Dakota, it is expected that you will commit yourself to upholding the UND Honor Code as described in the Code of Student Life and the Nursing Code of Conduct policy. **All students are responsible for adhering to the conduct policies and may be disciplined for violations. Failure to read and comply with College guidelines, requirements, and regulations does not exempt users from responsibility to adhere to College policies and procedures.**

These expectations include:

- Adhering to the professional and academic values of the College of Nursing and Professional Disciplines
- Acting with honesty and integrity
- Striving for academic excellence
- Respecting all those involved in educational experiences
- Accepting responsibility for professional, academic and clinical actions

Please read the appropriate handbooks carefully. Upon review of the handbooks applicable to your program, you are required to complete the electronic acknowledgement DocuSign form which will be sent to you by the Office of Student Services by email along with the following items:

- Consent to Release Information/Release from Liability
- Photograph/Video Record Image Release
- Student Conduct Release Form
- Student Document Consent Form

It is the student's responsibility to update their email and mailing address records as necessary.

Dean's Message

Welcome Students!

I'm very pleased to welcome you to the University of North Dakota. 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, and your experiences with us will provide the knowledge, skills and abilities to lead the way. During your studies in the College of Nursing & Professional Disciplines you will engage with challenging courses, exceptional faculty, and wonderful mentors. And, you'll meet lifelong friends and colleagues. Our faculty and staff are here to support your program of study and will assist you with all the phases of your academic journey.

We have prepared this *Department of Nursing Handbook* to provide you with information about academic and general student matters that facilitate your learning experiences and interactions in the College and at UND. Other resources that will help you are the [University of North Dakota Undergraduate and Graduate Academic Catalog](#) and the UND [Code of Student Life](#). These publications are available online, at the Registrar's Office and the Dean of Students Office.

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

Wishing you a successful school year!

Dr. Diana Kostrzewski, PhD, RN
Dean and Clinical Associate Professor
College of Nursing and Professional Disciplines

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DIRECTORY

Welcome to the University of North Dakota College of Nursing & Professional Disciplines. The Administration, Faculty and Staff in the College of Nursing & Professional Disciplines (CNPD) are here to assist you.

The following is a brief overview of the “layout” of the CNPD Building to help you find your way around

The CNPD is comprised of 3 floors.

1ST FLOOR:

- Computer labs
- Clinical Resource and Simulation Center (CRSC)
- CRSC Rooms 101,103,103B,103D,103E,103H,105 and 107
- Student Lounge with microwave, refrigerator and coffee pot
- Two large classrooms (102 and 108)
- Electronic Signage: Directory for Administration, Faculty and Staff (next to the elevator)
- Photocopy machine for student use
- Restrooms
- Automatic External Defibrillator (AED)

2ND FLOOR:

- Classrooms 201, 202, 204, 210, 214, 216
- Nutrition and Dietetics Foods Lab (209/209A)
- Electronic Signage
- Office of Student Services (Suite 205)
- Restrooms
- Automatic External Defibrillator (AED)

3RD FLOOR:

- Deans Suite
- Administrative, Faculty and Staff Offices
- RAIN Suite
- Electronic Signage
- Conference Rooms
- Business Offices
- Restrooms
- Automatic External Defibrillator (AED)
- Walkway to the Northern Plains Center for Behavioral Research (NPCBR)

NORTHERN PLAINS CENTER FOR BEHAVIORAL RESEARCH (NPCBR):

The NPCBR is the first research and academic building supported by the National Institutes of Health for nursing research ever in the nation. It is fully dedicated to interdisciplinary and translational research with partners across the campus and the state and reflects the value the College places on research and learning.

Phone Numbers

DEAN'S OFFICE SUITE (Suite 363)	
Dean, Dr. Diana Kostrzewski (Suite 363)	701-777-4555
Office Manager, Dean's Office, Tracy Backstrom (Suite 363)	701-777-4535
GRADUATE PROGRAM	
Chair, Graduate Program, Dr. Kris Hendrickx (Room 361)	701-777-2403
Director, Nurse Anesthesia Track, Dr. Jamie Sperle (Room 349)	701-777-4521
Director, Doctor of Nursing Program, Dr. MJ Rivard (Room 353)	701-777-4549
Director, Family Nurse Practitioner Track, Dr. Jana Zwilling (Room 351)	701-777-4545
Director, Adult-Gerontology Primary Care Nurse Practitioner Program, Dr. Karen Semmens (Room 355)	701-777-4539
Director, Nurse Educator Track, Dr. Patricia Parker (Distance)	Email
Director, Psychiatric Mental Health Nurse Practitioner Track, Dr. Timothy Legg (Distance)	Email
Director, Nursing PhD Program, Dr. Tracy Evanson (NPCBR, 380H)	701-777-4559
Administrative Assistant, Graduate Program, Laurie Nelson (Room 358)	701-777-4557
UNDERGRADUATE PROGRAM	
Chair, Undergraduate Program, Stephanie Christian (Room 359)	701-777-4505
Semester 1 Coordinator, Dr. Darlene Hanson (Room 327)	701-777-4551
Semester 2 Coordinator, Tracy Enger (Room 307)	701-777-4511
Semester 3 Coordinator, Raquel Zeidlik (Room 323)	701-777-4514
Semester 4 Coordinator, Stephanie Christian (Room 359)	701-777-4505
RN-BSN Coordinator, Amy Fiala (Room 321)	701-777-4518
Administrative Assistant, Undergraduate Program, Cyndee Leppke (Room 356)	701-777-4542

OFFICE OF STUDENT SERVICES (Suite 205)	
Director, Office of Student Services (OSS) & Graduate Nursing Specialist Robyn Bancroft	701-777-4553
Assistant Director, OSS & Academic Advisor/Admissions & Records Specialist Kirsten Zachman-Schommer	701-777-4548
Student Services Office Manager, Marae Gerard	701-777-4174
Academic Advisor & Recruitment Specialist, Marlys Escobar	701-777-4534
Academic Advisor & Recruitment Specialist, Valerie Bauer	701-777-4541
CLINICAL RESOURCE AND SIMULATION CENTER (CRSC, 1ST FLOOR)	
Director, Dr. Darlene Hanson (Room 232)	701-777-4551
Simulation Manager, Melissa Marx (CRSC)	701-777-4502
Simulation Technician, Nancy Geske-Larson (CRSC)	701-777-4502
RAIN (RECRUITMENT/RETENTION OF AMERICAN INDIANS INTO NURSING) PROGRAM	
Program Director, Deb Wilson (Suite 314)	701-777-3224
Program Coordinator, Barb Anderson (Suite 314)	701-777-4323
Prospective Student Academic Advisor, Kara Anderson (Suite 314)	701-777-3049
Nurse Mentor, Elle Hoselton (Suite 314)	701-777-4070
Nurse Mentor, Nancy Joyner (Suite 314)	701-777-4530
Nurse Mentor, Tyra "Nicole" DeCoteau (Suite 314)	701-777-4530
Writing Mentor, Colleen Burke (Suite 314)	701-777-3049
Administrative Assistant, LoAnn Hirsch (Suite 314)	701-777-3224

GRAND FORKS AND UND RESOURCES	
All Emergencies Call 911	
Altru Health Systems (Hospital)	701-780-5000
Altru Health Systems (Clinic)	701-780-6000
Community Violence Intervention Center	701-746-0405 (Office) 701-746-8900 (Crisis)
Counseling Center (UND)	701-777-2127
Crisis Coordination Team (UND)	701-777-2127 (8-4:30 M-F)
Crisis Coordination Team (UND)	701-777-2127 Press 1 (Outside office hours)
Disability Services for Students	701- 777-3425
Equal Opportunity & Title IX Office	701-777-4171
Health and Wellness Office	701- 777-9355
Grand Forks Police Department	701-787-8000
Grand Forks Sheriff's Department	701-780-8280
Grand Forks States Attorney	701-780-8281
Line for Hearing Impaired	711 Relay
MN Poison Control	800-222-1222
ND Poison Control	800-222-1222
Office of the Registrar	701-777-2711
Office of Student Rights and Responsibilities	701-777-2664
One Stop Student Services	701-777-1234
Safety Escort	701-777-3491 (24 hours)
School of Graduate Studies	701-777-2784

GRAND FORKS AND UND RESOURCES	
Student Account Services – One-Stop Student Services	701-777-1234
Student Financial Aid – One-Stop Student Services	701-777-1234
Student Health Services	701-777-4500
Student Academic & Core Advisors	701-777-2117
Career Services	701-777-3904
Testing Services	701-777-4157
University Bookstore	701-777-2746
University Police	701-777-3491
Veteran/Military Services	701-777-3363
Writing Center	701-777-2795

OVERVIEW

COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES (CNPD) MISSION STATEMENT

The mission of the College of Nursing and Professional Disciplines (CNPD) is to prepare future leaders, to advance human well-being and improve quality of life for diverse populations, with an emphasis on rural communities in North Dakota, the region and beyond, through the provision of high-quality innovative inter-professional education, research and service.

COLLEGE OF NURSING AND PROFESSIONAL DISCIPLINES STRATEGIC PLAN

Goals

UND and the College Nursing & Professional Disciplines launched new Strategic Plans for 2018–2022. The plans illustrate the direction to sustain excellence in the ever-changing world of health, human services and higher education.

Planning and Culture

- Maintain financial viability of CNPD programs.
- Continue to implement methods to improve communications between administration, faculty and staff.

Learning

- Recruit and retain quality faculty.
- Appoint mentor to coach new and junior faculty as needed.
- Promote interaction and communication with students.
- Create a culture of connectedness and collaboration through interprofessional education.
- Continue a rural health focus.
- Ensure programmatic assessment processes systematically and reliably measure for program effectiveness.

Discovery

- Establish a focused research agenda for under-served groups in the Northern Plains Region.
- Promote innovative rural development based products and/or services created as a result of, or informed by, CNPD research or scholarship.
- Provide a comprehensive suite of high quality services in support of the research and scholarly activities of CNPD.

Engagement

- Strive to increase enrollment and retention of diverse students.
- Partner with clinical/internship agencies that promote student growth and development.
- Recruit and retain diverse faculty.
- Increase engagement and involvement of stakeholders of CNPD, including but not limited to legislative, regional and local partners

ACCREDITATION

The baccalaureate degree in nursing, master's degree in nursing and Doctor of Nursing Practice degree at UND are accredited by the North Dakota Board of Nursing and the Commission on Collegiate Nursing Education (CCNE). (<http://www.aacnnursing.org/CCNE>)

The Nurse Anesthesia Doctor of Nursing Practice degree is accredited by the Council on Accreditation (COA) of Nurse Anesthesia Educational Programs.

ADMINISTRATION

The administration of the CNPD is led by Dr. Diana Kostrzewski, PhD, RN, Interim Dean and Clinical Associate Professor. The Graduate Nursing Program Interim Chair is Dr. Kris Hendrickx, PhD, RN; and Stephanie Christian, MS, RN, is the Undergraduate Nursing Program Chair.

COMMUNICATION

The Department of Nursing will communicate changes in policies and procedures through the UND CNPD website and through student email listservs.

EQUAL OPPORTUNITY: TITLE IX

NON-DISCRIMINATION STATEMENT

The University of North Dakota is committed to the principle of equal opportunity in education and employment. UND does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, genetic information, marital status, veteran's status, political belief or affiliation, or any other status protected by law of UND/North Dakota University System/State Board of Higher Education.

UND prohibits retaliation by its employees and students against a person who exercises their rights and responsibilities under any provision of state or federal law, including Title VII, the Americans With Disabilities Act or the North Dakota Human Rights Act or this policy.

Employees or students who violate this policy may face disciplinary action up to and including separation from the University. Third parties who commit discrimination or harassment may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn.

The University's policies and procedures for complaints of discrimination or harassment are found at:

- [Discrimination and Harassment Policy](#)
- [Code of Student Life](#)

Concerns regarding UND's equal opportunity and nondiscrimination policies, including Title IX, Title VI, Title VII, ADA, and Section 504 of the Rehabilitation Act of 1973 may be addressed to:

Donna Smith
Director, Equal Opportunity & Title IX/ADA Coordinator

Title IX/ADA Coordinator
Twamley Hall Room 102
264 Centennial Drive Stop 7097
Grand Forks, ND 58202
Phone: 701.777.4171
UND.EO.TitleIX@UND.edu
donna.smith@UND.edu

A complaint or concern regarding discrimination or harassment may also be sent to the Office for Civil Rights, U.S. Department of Education, 500 West Madison, Suite 1475, Chicago, IL 60611; phone 312-730-1560; email OCR.CHICAGO@ed.gov; or any other federal agency.

HARASSMENT POLICY

Harassment is unacceptable behavior, which can range from violence and bullying to more subtle behavior. It subjects an individual or a group to unwelcome attention, intimidation, humiliation, ridicule, offence or loss of privacy. It is unwanted by the recipient and continues after an objection is made. Harassment may take the form of oral, written, graphic or physical conduct that is related to an individual's or group's protected class. This includes gender, race, national origin, color, disability or other protected classes. Harassment based on sex, marital status, pregnancy, age, race, ethnicity, disability or sexuality is a form of unlawful discrimination.

[Discrimination and Harassment Policy](#)

BRIEF INFORMATION ABOUT REPORTING

Any student who has been impacted by sexual violence (sexual assault, domestic violence, dating violence, stalking) or gender-based misconduct is encouraged to report and seek appropriate resources on campus. Please contact the Title IX Coordinator (Donna Smith, donna.smith@und.edu or 701-777-4171) to discuss your options. To view the policy and additional resources, please visit:

<https://campus.und.edu/equal-opportunity/experienced-violence.html>

HOW TO SEEK HELP WHEN IN DISTRESS

We know that while college is a wonderful time for most students, some students may struggle. You may experience students in distress on campus, in your classroom, in your home and within residence halls. Distressed students may initially seek assistance from faculty, staff members, their parents and other students. In addition to the support we can provide to each other, there are also professional support services available for students on campus through the Dean of Students and University Counseling Center. Both staffs are available to consult with you about receiving help or providing a friend with the help that he or she may need. For more additional information, please go to [University Counseling Center](#).

ACCOMMODATION

Any student in this course who needs an accommodation in order to complete course requirements should be registered with Disability Services for Students at UND. If you have emergency medical information to share with the CNPD Department of Nursing, or if you need special arrangements in case the building must be evacuated, or in need of accommodation in any course because of a disability, please make an appointment with your advisor within the first week of class. Disability Services for Students (701 777-3425) or (711 Relay).

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

ACCESS OF INFORMATION

In accord with the University Policy (Code of Student Life), <http://und.edu/student-affairs/code-of-student-life/> - (Section VI, Student Records) and the Family Educational Rights and Privacy Act of 1974, amended 1998, the CNPD Department of Nursing accepts responsibility for the confidentiality of the educational records of pre-nursing, undergraduate nursing and nursing graduates. To carry out this responsibility, the CNPD Department of Nursing has adhered to the following policies:

The University of North Dakota requires all its employees to comply with all Family Educational Rights and Privacy Act, as amended. It is good for our students; it's good for us; and it's the law. Whether you are faculty, staff, or students, maintaining the confidentiality of our students' records is everyone's responsibility.

Additional information regarding FERPA can be found at: <https://und.edu/academics/registrar/ferpa.html>

Electronic and pdf/print FERPA release forms may be found at:
<https://und.edu/academics/registrar/forms.html>

Electronic and pdf/print Revocation of FERPA release forms may be found at:
<https://und.edu/academics/registrar/forms.html>

DIRECTORY INFORMATION
(SEE SECTION VI-A OF UND CODE OF STUDENT LIFE FOR FULL DETAILS)

EDUCATIONAL RECORDS
(SEE SECTION VI-B OF UND CODE OF STUDENT LIFE FOR FULL DETAILS)

Educational records housed in the CNPD Department of Nursing include information directly related to the student's academic and clinical progress including registration and course information, transcripts, clinical evaluations, notes regarding academic and clinical performance, advisor notes, copies of references, correspondence, application information, scholarship information, immunization, health insurance and certification information. No financial or medical information is included with the exception of information provided to nursing by the student.

The student's educational record is accessible to University personnel who shall be defined as faculty, departmental chairs, advisors and administrative personnel who have responsibilities related to a specific student.

Information on all students shall be released to licensing boards, prospective employers and scholarship agencies only upon request by the student. The Consent to Release Information form is available from the Office of Student Services.

HIPAA – HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT

Upon admission, students are granted access to a system where they may access information and a quiz on Health Insurance Portability & Accountability Act (HIPAA) laws and regulations. Students will receive specific instructions prior to their first semester courses on how to access this site.

A Federal law, known as "HIPAA" (the Health Insurance Portability and Accountability Act of 1996) requires health care providers to implement a comprehensive approach to protect the privacy of Personal Health Information (PHI). There are nine parts to HIPAA, but our immediate compliance will focus on three areas:

PRIVACY RULE

The Privacy Rule regulates the use and distribution of identifiable health information and gives individuals the right to determine and restrict access to their health information. Compliance with HIPAA's privacy regulations is required. Substantial penalties, both civil and criminal, may be imposed for non-compliance.

SECURITY RULE

The HIPAA Security Rule mandates that reasonable and appropriate technical, physical and administrative safeguards be implemented with electronic identifiable health information. We must ensure the confidentiality, integrity and availability of all electronic protected health information we create, receive, maintain or transmit.

TRANSACTIONS AND CODES

HIPAA requires Department of Health and Human Services (DHHS) to adopt standards to facilitate Electronic Data Interchange (EDI). HIPAA transaction standards apply to any health care provider that transmits any health information in electronic form. A summary of the act and additional detail can be found at [hhs.gov health information privacy](http://hhs.gov/health-information-privacy).

HOW DOES HIPAA IMPACT UND AND THE CNPD DEPARTMENT OF NURSING?

HIPAA has impact on UND and the CNPD Department of Nursing in several ways. Patient/client records, human subject research records and marketing demographics contain personal health information as identified in the HIPAA privacy regulation.

The person responsible for our HIPAA compliance is the Dean of the CNPD and the HIPAA College Compliance Officer coordinates all compliance aspects. For additional information or assistance, contact HIPAA Compliance Office at 701-777-4174.

Additional information about HIPAA can be found at: <http://www.hhs.gov/ocr/privacy/>

EXPOSURE CONTROL PLANS/HAZARDOUS COMMUNICATIONS

(AKA RIGHT TO KNOW)

The University of North Dakota, CNPD Department of Nursing, is committed to providing as safe a working environment as possible and believes that students have a right to know about health hazards associated with their work. In order for students to make knowledgeable decisions about any personal risk encountered, the Exposure Control/Safety Plans include policies and procedures which are designed to develop awareness of potentially hazardous blood borne pathogens, tuberculosis and general safety issues in the work place and to provide a knowledge base for appropriate and safe work practices.

All students will have access to pertinent safety information through clinical experiences, course work and in written form in the Exposure Control Plans. When safety concerns arise, students are encouraged to contact their course or clinical instructor.

The Exposure Control Plans are available in the CNPD Business Office and from Department Chairs as well as in the Clinical Resource and Simulation Center. It is important that students become familiar with the post-occupational exposure procedures in affiliating agencies as well as the CNPD Department of Nursing in the event they experience an exposure to diseases or safety hazards, which could be detrimental to their health during their nursing class or clinical experiences.

Students are required to inform their faculty immediately following any exposure or unsafe situations. Students should follow agency protocol for any exposure. Post exposure documentation will be submitted according to agency and University requirements.

OSHA GUIDELINES

Occupational Safety and Health Administration (OSHA) training is done annually via online training and a brief exam through the Verified Credentials website. It is the intent of the University of North Dakota and CNPD Department of Nursing faculty, staff and students, to conform to the Exposure Control Plans for UND and those of affiliated agencies and clinical sites, as well as to the requirements of local, state and federal laws and the Centers for Disease Control and Prevention (CDC) guidelines relating to minimizing the possibility of exposure to bloodborne pathogens. Specifically, the standards of the Occupational Safety and Health Administration (OSHA) will be adhered to by faculty, staff and students of the CNPD Department of Nursing.

UND INCIDENT REPORTING POLICY

POLICY STATEMENT

All injuries, incidents or hazards occurring on property owned or controlled by UND or involving UND employees, students or visitors while under the direction of the University must be reported to the UND Office of Safety within 24 hours. Incidents do not need to result in illness, injury, or property damage to be reported – near miss incidents must also be reported if remedial action may be required by the University.

Responsible Office: Public Safety

Issued: March 2020

Last Approved: April 2020

Last Revised: April 2020

Next Review April 2023

REASON FOR POLICY

The North Dakota Risk Management Division and North Dakota Workforce Safety & Insurance (WSI) agencies require incidents to be reported within 24 hours. It is imperative for the guidelines and procedures for the reporting and investigating of injuries and incidents to be followed. Information gained through this process is critically important in shaping the safety efforts and priorities at UND.

SCOPE OF POLICY

This policy applies to:

- President
- Vice Presidents
- Deans, Directors & Department Heads
- Area Managers & Supervisors
- Faculty
- Staff
- Students
- Others: Visitors/Guests

Forms to be completed following an incident or injury include the following:

Incident Reporting Form

Incident Investigation Form -Part 1 (Supervisor or Witness)

Incident Investigation Form Part 2

Links to these forms can be found at: <https://campus.und.edu/safety/resources/forms.html#d20e84-2>

INCIDENT REPORTING – POLICY 248

Policy Number:	248
Policy Name:	Incident Reporting
Reviewed by:	Nursing Faculty
Last Review Date:	01/18/2019

This policy pertains to incidents that occur in clinical agencies or learning settings. Examples include (but are not limited to) medication errors, client or student injury, bloodborne exposures, or any deviation from established standards of care.

Upon discovery of an incident, the Nursing faculty member will initiate the reporting process using UND policy and procedure.

If the incident occurs in a clinical setting, the incident must be immediately reported to the appropriate clinical agency personnel. Complete the required clinical agency forms as needed.

The incident must be reported to the appropriate Department of Nursing Chair, Department of Nursing Risk Manager, and UND Office of Safety within 24 hours of occurrence.

<https://campus.und.edu/safety/resources/forms.html#d20e84-2>

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

BLOOD-BORNE PATHOGEN EXPOSURE – POLICY 128

Policy Number:	128
Policy Name:	Policy for Blood-borne Pathogen Exposure
Reviewed by:	Nursing Faculty
Last Review Date:	01/17/18

POLICY

It is the intent of the University of North Dakota (UND) College of Nursing and Professional Disciplines (CNPD) Department of Nursing that its faculty, staff, and students comply with the UND Blood-borne Pathogen Exposure Control Plan ([UND Blood Borne Pathogen Exposure Control Plan](#)) “ECP” and the blood-borne pathogen exposure plans of affiliated agencies and clinical sites, as well as the requirements of local, state, and federal laws and the Centers for Disease Control and Prevention (CDC) guidelines relating to minimizing the possibility of exposure to Blood-borne pathogens (BBP). Specifically, the standards of the Occupational Safety and Health Administration (OSHA) will be adhered to by faculty, staff, and students of the Department of Nursing.

Faculty/Staff:

In addition to compliance with UND’s ECP, it is the responsibility of the employee to notify his/her supervisor (or designee) of any special circumstances he/she may have which would affect work assignments.

Students:

In addition to compliance with UND’s ECP, it is the responsibility of the student to notify his/her clinical instructor of any special circumstances he/she may have which would affect clinical assignments.

Faculty/staff/students who may be infected by one or more of the BBPs, will be reasonably accommodated to allow continuation of their education/career. Determinations relating to provisions in this paragraph will be made on an individual basis, in accordance with current medical practice and/or U.S. Public Health Service (CDC) guidelines.

In the event of an exposure, it is the student’s responsibility to inform his/her instructor, preceptor, and/or agency contact person as soon as it is safe to do so. Students will follow the Blood-borne Pathogen Post-Exposure Protocol (procedure 128a) and are required to comply with reporting requirements listed within that document. All students have access to this policy in their respective Nursing Program (Undergraduate and Graduate) Student Handbook.

Approved by Nursing Faculty: 10/24/14; **R 01/17/18**

BLOODBORNE PATHOGEN POST-EXPOSURE PROTOCOL

(Procedure 128a)

Policy Number:	128a
Policy Name:	Procedure: Bloodborne Pathogen Post-Exposure Protocol
Reviewed by:	Nursing Faculty
Last Review Date:	1/17/18

Procedure: BLOODBORNE PATHOGEN POST-EXPOSURE PROTOCOL

In the event that you are exposed to bloodborne pathogen ***IMMEDIATE ACTION IS REQUIRED***.

Exposure incidents include:

- Percutaneous injury: needlestick, cut, or laceration
- Mucous membrane: blood or body fluid splash
- Nonintact skin: dermatitis, hangnail, abrasion, chafing, etc.
- Parenteral: includes human bite that breaks skin
- Intact skin: when the duration of the contact is prolonged (several minutes or more) or involves an extensive area

You must follow the steps below:

1. Clean the site where exposure occurred. Wash needlesticks and cuts for 10 minutes with soap and water or a known disinfectant against HIV. For splashes to the nose, mouth, or intact skin, flush the area for 10-15 minutes with tap water, sterile water, or sterile saline. Irrigate eyes with tap water, saline, or sterile irrigants for 10 minutes.
2. After cleaning, notify your clinical instructor or preceptor. Do not waste excessive time attempting to contact one of these people. Notify a staff person if unable to locate your clinical instructor or preceptor. Also notify the unit supervisor and the agency infection control or occupational health nurse.
3. Assure the source patient's name and medical record number is recorded.
4. Report to the nearest health care facility immediately for medical evaluation and post exposure management. You will be evaluated for exposure to bloodborne pathogens. Post-exposure prophylaxis may be recommended. ***Time is of the essence***. You have a window of time to begin this medication. This time factor is why it is urgent that you report for care promptly after an exposure.
5. The source patient may need to be tested for HIV, Hepatitis B, and Hepatitis C. Post-exposure prophylaxis can be taken for the time period it takes to determine the source person's HIV status. Permission must be obtained.
6. If you have not yet notified your clinical instructor, continue to attempt to do that or notify an administrator in the College (Department Chair, Vice Dean, or Dean). You will need to complete any agency, CNPD, and UND documentation.
7. The cost of your care will be borne by you or your insurance.

Students are to read this protocol and sign annually stating they have read and understand the protocol. Documentation is sent to the CNPD Risk Management Officer.

Approved by Executive Council 8/25/06; 9/07/09
Nursing Graduate Council 12/07/12

"Reviewed by Policy Committee/Presented at Nursing Faculty: **01/17/18**"

LATEX ALLERGY

With the increased use of gloves made from natural rubber latex, allergy to natural rubber latex has become more common and better recognized. During clinical experiences throughout the BSN program exposure to natural rubber latex will be frequent and commonplace. It must be noted that exposure to latex, direct contact as well as indirect contact, such as occurs when an allergic person is in the same room where other staff are putting on and off powdered latex gloves and airborne particles, produce a hazardous exposure. Any student who has a latex allergy will need to take specific precautions to prevent any allergic reaction that could result from the exposure to the natural rubber latex.

If a student has a known allergy to natural rubber latex, it is required that the student obtains a signed physician's statement of the diagnosis of the allergy and any recommendations concerning that allergy. The physician's statement must be submitted to the Office of Student Services and will be placed in the student's file.

Students are responsible to notify their clinical instructors of their latex allergy and determine the methods that will be necessary for them to avoid exposure to latex. Such methods may include notifying staff on the units where the student is assigned of the student's allergy to latex.

CAMPUS SECURITY

The safety and well-being of our students, faculty, staff and visitors are UND's foremost concern. The UND Police Department exists to protect and enhance the quality of life for all who live, work, or visit our community. Please refer to the following resources for additional information on campus security:

[Campus Safety](#)

[Personal Safety](#)

ESCORT SERVICE

Avoid walking or jogging alone and never walk or jog after dark. If you must travel alone at night use the UND Safety Escort Service (777-3491) to escort you to your destination on campus or locations near campus. This service is provided 24 hours a day by UND security or police officers.

Avoid dark or vacant campus areas. Walk along well-lit routes.

Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help or head quickly for a lighted area or a group of people.

Have your keys ready when returning to your residence hall or apartment and keep your personal or valuable items concealed and close to your body.

Be aware of the on-campus "Blue Light" security system. These telephone units are highly visible and located throughout campus and can be used to contact police in a crisis situation. Locations of these "Blue Lights" are available at the UND Police Department (777-3491).

Stand tall, walk purposefully and make eye contact with those around you. If you feel uncomfortable in a situation, leave.

If you see any suspicious activity of people on or near the University campus, it is your responsibility to call the UND Police Department (dial 911) immediately and report what you have seen. Do not assume that what you see is an innocent activity or that another individual has already called the police. Do not worry about being embarrassed; rather think about what could happen if you do not act. However, do not approach suspicious individuals; this could put you in immediate physical danger.

FINANCIAL PLANNING AND SERVICES

FINANCIAL AID

Possibly two of the biggest questions you have are how much does it cost to attend UND and how will you pay for it. Financial aid is one of your payment options. Tuition, financial aid and scholarships can all vary. Information on financial aid can be found at [One-Stop Student Services](#)

TUITION AND STUDENT FEES

Information on student fees for the current academic year can be found at: [Estimate Your Tuition and Fees](#)

SUPPLEMENTAL FINANCIAL AID

Supplemental financial aid may be available for special financial needs of nursing students.

SCHOLARSHIPS

Students must be admitted into the CNPD Department of Nursing, to apply for scholarships. The application deadline is March 1 of each year. Students will be informed of the process of applying for scholarship via communication from Financial Aid and the Office of Student Services. Scholarship recipients are determined in the spring and awards are disbursed for the next academic year. Information and requirements to qualify for each scholarship are posted on the nursing website. Information about specific scholarships is found on the nursing website under the student tab.

In order to be eligible to receive scholarship funds, students must apply through the scholarships link found on the One-Stop Student Services website at: [Scholarship and Waivers](#). Nursing Scholarships available are listed at: [Department of Nursing Scholarships](#)

TECHNICAL REQUIREMENTS

You must verify your computer equipment meets the minimum technical requirements needed for your courses.

Although specific technical requirements may vary by course or program, make sure your computer meets the [general technical requirements](#) and that your web browser is configured correctly.

For more specific information about technical requirements, refer to your course syllabus or contact your instructor.

OFFICE 365 EMAIL AND APPS

UND students, faculty and staff use [Microsoft Office 365](#) email system provided by the North Dakota University System.

COMPUTER LABS

The student computer labs are located on the first floor of the CNPD Department of Nursing, Rooms 110 and 114. Students have use of computers and laser printers for word processing, statistical analysis, library searches and specialized nursing instruction. Internet and e-mail access are also available. The computer lab hours are posted on the doors and on the UND Computer Lab web page. The labs are supported by staff during most hours of operation. Help is also available via [UND Tech Support](#) by telephone.

PETITION/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 A: Academic Petition/Appeals Procedure and Matrix – Procedure 232a](#)

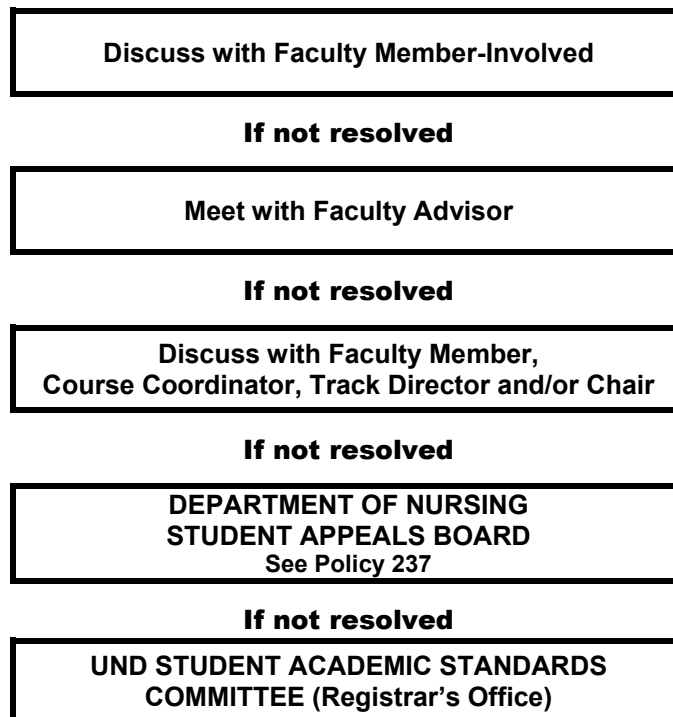
RESOLUTION OF STUDENT ACADEMIC ISSUE – POLICY 236

Policy Number:	236
Policy Name:	RESOLUTION OF STUDENT ACADEMIC ISSUE
Reviewed by:	Nursing Faculty
Last Review Date:	01/17/18

This process applies to academic circumstances such as course or assignment grades. This process does not apply to dismissal from the nursing program.

Professional communication is an integral component within the Department of Nursing. When academic issues arise, students should begin by discussing the issue with whom the student has a concern. If the issue can't be resolved at that level, it should be handled at the lowest possible level.

STUDENT ACADEMIC ISSUE FLOW DIAGRAM



- **Academic Grievance Definition:** Refer to current UND Code of Student Life (see [Academic Grievances](#))
- **Dismissal from the nursing program or an issue regarding admission is not covered by this policy.**

Approved by Nursing Faculty: 10/24/14; 2/26/16; R **01/17/18**
Approved by Undergraduate Council R 2/12/16

[SEE APPENDIX B: Resolution of Student Academic Issue Procedure 236a](#)

ACADEMIC GREIVANCE POLICY – POLICY 237

Policy Number:	237
Policy Name:	Academic Grievance Policy
Reviewed by:	Nursing Faculty
Last Review Date:	01/17/18

Any action by a student that constitutes misconduct as outlined in the UND Code of Student Life (i.e. “behavior that poses a threat of danger and/or injury to self or others, destruction of property, physical assault, sexual misconduct, possession of, or involvement in the sale of, drugs and/or weapons, false emergency reporting, repeat violations of the *Code*, non-compliance with sanctions imposed through the Administrative Student Conduct Process, bias-motivated offenses, interfering, and/or disrupting University activities and/or educational processes”) will be referred to the Office of Student Services and the process for conduct violation followed as outlined in the COSL.

Students have the right to appeal an unresolved academic grievance. The term “academic grievance” is defined as: a statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, and quality of instruction) which is thought by the student to be unfair.

(UND Code of Student Life Appendix B). 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.

A student may grieve an academic circumstance after completion of the steps outlined in Procedure 236a (Resolution of Student Academic Issues). The student is responsible for initiating the grievance procedure by submitting a completed Student Grievance Statement (Form 237c) within 10 business days from the day the unresolved issue was discussed with the Course Coordinator, Track Director and/or Chair.

Once the grievance procedure is initiated, a Student Special Appeals Board shall be established for the purpose of hearing appeals from students who have an unresolved academic grievance.

The Student Special Appeals Board shall be appointed by the Dean or designee to hear the student appeal and shall be composed of three full-time faculty members from the College of Nursing and Professional Disciplines. A staff administrative assistant will also be appointed. Members are responsible for reviewing all aspects related to an appeal, including all pertinent nursing policies and materials submitted by all parties named in the Student Grievance Statement.

Student Special Appeals Board appointees who have a conflict of interest with the particular student or appeal, may not participate in that appeal. The Dean or designee may relieve an appointee should it be shown that a conflict of interest exists. In the event this should occur, a new member will be appointed.

The procedure for the Academic Grievance procedure is outlined in Procedure 237a.

[SEE APPENDIX C: Academic Grievance Procedure-Policy 237a](#)

The protocol for the Student Special Appeals Board Hearing is outlined in Procedure 237b.

[SEE APPENDIX D: Student Special Appeals Board Hearing Protocol – Procedure 237b](#)

*Business day is defined as any day Monday through Friday in which the University is open to conduct business.

**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 students: See procedure 403a in the Undergraduate Handbook for additional information related to grading practices in the Undergraduate Nursing Program.

SAFE PRACTICE IN THE CLINICAL SETTING

Safe practice in clinical settings is expected at all times. A student whose pattern of behavior is found to be unsafe may be terminated from a clinical rotation for reasons of unsafe practices at any time during the semester and fail the course.

DEFINITIONS

The student will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers and self in the biological, psychological, sociological and cultural realms; demonstrate accountability in preparation, documentation, and continuity of care and show respect for the human rights of individuals.

INDICATORS

To be used as guidelines for evaluating safe practice are:

- Regulatory: The student practices within the boundaries of the North Dakota State Nurse Practice Act, the guidelines and objectives of the CNPD Department of Nursing, and follows the rules and regulations of the health care agency. (Guidelines and objectives of the CNPD Department of Nursing are found in the Student Handbook and in each course syllabus). Students are bound by the rules and regulations of the health care agencies.
- Examples of unsafe practice include but are not limited to the following:
 - Failure to notify the agency and/or instructor of clinical absence.
 - Failure to adhere to the dress code.
 - Presenting for clinical under the influence of drugs or alcohol.
 - Failure to meet course attendance requirements.
 - Repeated tardiness to clinical assignments.
 - Failure to consult clinical instructor prior to any changes on clinical assignments.
 - Leaving the clinical agency without notifying appropriate personnel.

ETHICAL

The student practices according to the American Nurses Association Code for Nurses, Standards of Practice, and the State of North Dakota Nurse Practice Act. All UND students are to be guided in their professional role by the current statement of the American Nurses Association Code of Ethics found at: <http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>.

EXAMPLES

Examples of unsafe practices include but are not limited to the following

- Refuses assignment based on client's diagnosis, race, culture or religious preference.
- Inappropriate practice in any assigned activity related to clinical practice.
- Ignoring unethical behavior(s) of other health care persons in clinical setting(s) which affects client welfare.
- Biological, Psychological, Social and Cultural Realms: The student's practice meets the total needs of the human system from a biological, psychological, sociological and cultural standpoint.
- Failure to display stable mental, physical or emotional behavior(s) which may affect others' well-being.
- Failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others.

- Acts of omission or commission in the care of patients, such as but not limited to: abandonment of an assigned patient, physical abuse, placing patient(s) in hazardous positions, conditions, or circumstance, mental or emotional abuse and medication errors.
- Interpersonal relationships with agency staff, co-workers, peers, faculty, resulting in miscommunications, disruption of client care and/or unit functioning.
- Accountability: The student's practice demonstrates continuity in the responsible preparation, documentation and promotion of client care.
- Human Rights: The student's conduct shows respect for the individual, client, health team member, faculty and self, including but not limited to the innate, legal, ethical and cultural realms.
- Failure to maintain confidentiality of interactions.
- Failure to maintain confidentiality of records. Copying the patient's record or any part of the record is strictly prohibited.
- Dishonesty in relationships.
- Utilization of stereotypical assessments which are detrimental to patient care.
- Failure to recognize and promote every patient's rights.

A student whose pattern of behavior endangers a patient, peer, staff member, or clinical instructor's safety will be given a verbal and written warning by the primary clinical instructor. At the discretion of the clinical instructor, the student may be removed immediately from the clinical area. This may result in failure in the course.

SOCIAL NETWORKS

Professional conduct extends to all forms of social networks, including Facebook, MySpace, You-Tube, texting, emailing, photographing, video and audio-recording and any other means of communication. Students must follow HIPAA guidelines when dealing with information about clients and patients. Students must also follow privacy laws when exposed to information about faculty, staff and other students met during their time at the CNPD Department of Nursing. Multimedia regarding students and others may not be saved or broadcast in any form without written release by the individuals involved and the agencies identified. Permission prior to recording or taping must be obtained. Failure to follow these rules may result in administrative action, including dismissal from the CNPD. Disrespectful behavior by students towards other students, faculty, staff, patients, clients, agencies, etc. will not be tolerated.

STUDENT SOCIAL MEDIA POLICY – POLICY 200

Policy Number:	200
Policy Name:	Student Social Media Policy (SSMP) for CNPD Students
Reviewed by:	College Faculty
Last Review Date:	03/26/2018

POLICY STATEMENT

This policy describes expected student behaviors when using social media sites.

REASON for POLICY

The College of Nursing and Professional Disciplines (CNPD) faculty recognize the role social media plays in today's society. As professionals in our respective disciplines (Nursing, Social Work, and Nutrition) that are in training, CNPD students are held to a high standard when it comes to the presentation of themselves in the community and on social media sites. As students enter their professional careers, it is important that they carefully consider what they are posting on social media sites, who they are asking to network with them, and how they respond to others on social media sites. Information placed on social media sites must not violate the University's Code of Student Life, the Health Insurance Portability and Accountability Act (HIPAA), or the Family Educational Rights and Privacy Act (FERPA).

SCOPE of POLICY

All Undergraduate and Graduate Students in the College of Nursing and Professional Disciplines (Departments of Nursing, Nutrition and Dietetics, and Social Work)

RESPONSIBILITIES

Student	Responsible to monitor their professional behavior on social media sites and report violations of HIPAA or FERPA to the appropriate authority.
Department	Provide a copy of the Social Media Policy to all students
Administration	1) Violations of the Social Media Policy should be reported utilizing the following chain of command: Department Chair → CNPD Associate Dean → CNPD Dean → UND Assistant Dean of Students, Director of Student Rights & Responsibilities 2) Investigate reports of violations of this policy and determine discipline as appropriate (CNPD Procedure 200a).

PRINCIPLES

OVERVIEW – This policy establishes professional behavior regarding student use of social media sites.

Students should not have the expectation that social network sites are private. Students should assume that what they post on a social media site is permanent. Archival systems may save information even if someone deletes a post, and search engines can retrieve posts years after the publication date. When using social networks, the lines between public and private, personal, and professional are indistinct. Mixing social, academic and professional networking may create problems. Because comments can be forwarded or copied, a person authorized to post on a student's social media page can pass it on to others. Friends may post something to a student's site regarding their social life, which may prove to be embarrassing to the student's academic or professional life. Posting media that portrays students or their peers participating in what could be perceived as unprofessional behavior such as inappropriate sexualized behaviors, drinking, drug use and illegal activity is not advised. Students are encouraged to

check their privacy settings on social media sites to limit who can and cannot read and post to their sites. Students should also consider conducting an Internet search of their name to discover what is in cyberspace that others can see about them. If students have any social media posts that are questionable, they should remove them from their site immediately.

Employers, faculty, clinical preceptors, field educators, patients, and clients may access information on student's social media sites that may negatively influence them regarding the student's professionalism. Many potential employers go to these sites to see what students have posted and often determine if they are interested in having that student as an employee. Students have been reprimanded by clinical rotation site supervisors for social networking practices such as becoming electronic "friends" with site co-workers, interns, volunteers, patients, or clients. To promote respectful discussion, students should be courteous and respectful. With due regard for lawfully protected speech and forms of expression, students should strive to avoid comments that are profane, obscene, defamatory, offensive, harassing, disruptive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Harassing speech that is severe, persistent, or pervasive, and is objectively offensive, is never permitted.

Students are required to use their official UND email address for all professional correspondence and academic issues related to their role as a professional UND student. Student must recognize that they are a representative of their professional program and are expected to act professionally in all correspondence. Students are reminded that North Dakota has an open records law, which means that all UND e-mail is potentially subject to open records. As such, students may want to consider setting up a private email account with a different provider than the UND for personal correspondence.

ACADEMIC INTEGRITY AND PROFESSIONALISM:

Discussing or posting information regarding content of examinations, tests, quizzes, or assignments could be considered a violation of a department's policy on Academic Integrity. It is the student's responsibility to read their student handbook regarding academic integrity and professionalism as defined by their department. The use of social media or personal devices to threaten, intimidate, ridicule, humiliate, insult, or harass someone may constitute cyber-bullying. Students experiencing this type of behavior as well as those who witness it are required to report utilizing the following chain of command: Department Chair → CNPD Associate Dean → CNPD Dean → UND Assistant Dean of Students, Director of Student Rights & Responsibilities.

CNPD students have a responsibility to help maintain public trust and confidence in their professions. Students should refrain from posts that use institutional intellectual property, copyrights, trademarks or logos without explicit written permission. Such care should also extend to the unauthorized dissemination of copyrighted material, such as lecture notes and recordings. Students should not represent themselves as official representatives of the University or clinical facility in public forums. Consent obtained for educational purposes does not extend to consent for public dissemination. Even when appropriate consent is obtained for public posting and the media-containing posts are sufficiently anonymized, public perception remains an important consideration. An individual viewing a sensitive picture posted online by a CNPD student might not assume consent has been obtained and may therefore come to think less of the student, their profession and the institution. The separation between personal and professional online profiles should be made explicit. Faculty and Administrators reserve the right to monitor student's publicly viewable social media sites.

CLINICAL EXPERIENCES AND FIELD PLACEMENTS:

Students participating in practice experiences (clinical experiences, field placements, or supervised practice) must consult with the hospital/clinic or agency policies or an appropriate leader within the organization for guidance regarding work related social media postings. Clinical and field experiences are also frequently governed by a legally binding agreement between the host facility and the University. Unless authorized, students are not allowed to post or speak on behalf of the clinic, hospital, or agency. Students must be aware of and comply with clinical affiliation policies regarding use of computers, cameras, and other electronic devices and the use of personal devices at the clinical site. Students are advised not to ask their faculty, preceptors, instructors, or field supervisors to "friend" and/or "follow" them via social media during their time in the educational program. This puts the student, their faculty, and their

supervisors in an awkward situation by sharing personal information. If students and supervisors mutually decide to do this after the student graduates, that is their personal choice. Students are strongly advised to refrain from posting remarks about faculty or clinical site employees and from making comments that are or may be perceived to be profane, obscene, defamatory, offensive, harassing, disruptive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Harassing speech that is severe, persistent, or pervasive, and is objectively offensive, is never permitted.

HIPAA & FERPA

Students violating HIPAA, FERPA, or other university/hospital/clinic/agency policies may be subject to disciplinary action including dismissal from their professional program, criminal and/or civil charges and fines. Students must not present themselves as licensed practitioners and are advised to refrain from offering medical advice in any non-educational setting, including on social media.

CNPD students must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. Releasing confidential health information is unethical, unlawful, and could result in irreparable harm and suffering to the patient as well as fines or imprisonment for the healthcare practitioner. CNPD students must not identify patients by name or post or publish information that may lead to the identification of a patient. Students must not refer to patients in a disparaging manner, even if the patient is not identified.

CNPD students are strictly prohibited from transmitting by way of any electronic media any patient related information or images that may be reasonably anticipated to violate a patient's rights to confidentiality or privacy. This includes references to family, employment, relatives, conditions, locations of treatment or any circumstances surrounding the patient's situation. Posting information about, or images of, a research subject is strictly prohibited.

CNPD students must follow CNPD clinical affiliation and UND policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices. CNPD students must not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the student-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so unless appropriate permissions are obtained. Online social contact with patients is discouraged, and students must use caution when having online social contact with former patients. The fact that a patient may initiate contact with the student does not permit the student to engage in a personal relationship with the patient. It is unprofessional and inadvisable to form or accept a social media connection with patients or individuals with whom there is an active therapeutic, supervisory or evaluative relationship.

PROCEDURES

DISCIPLINARY ACTION:

Violation of the social media policy may result in disciplinary action by the student's department, the CNPD, UND, the field agency, and/or the clinical facility. Suspected violations should be reported within 5 business days as outlined in the Student Social Media Policy Suspected Violation Procedure (200a).

WEB SITE REFERENCES

UND School of Medicine and Health Sciences Policy Office.
<https://med.und.edu/policies/files/docs/3.10-social-media.pdf>

Professionalism Considerations for Online Social Networking Usage. Creighton University School of Pharmacy and Health Professions.
<https://spahp.creighton.edu/sites/spahp.creighton.edu/files/Social%20Networking.pdf>

Canadian Federation of Medical Students Guide to Medical Professionalism: Recommendations for Social Media.
<https://www.cfms.org/files/internal-policy-bylaws/CFMS%20Guide%20to%20Social%20Media%20Professionalism.pdf>

Social Networking Policy. Duke University.

<https://medschool.duke.edu/sites/default/files/field/attachments/Social%20Media%20Policy.pdf>

National Association of Social Workers Code of Ethics.

<https://socialwork.utexas.edu/dl/files/academic-programs/other/nasw-code-of-ethics.pdf>

A Nurse's Guide to the Use of Social Media. National Council of State Boards of Nursing.

https://www.ncsbn.org/Social_Media.pdf

Social Media Policy Best Practices. University of Tennessee at Chattanooga.

<https://www.utc.edu/communications-marketing/social-media/best-practices.php>

Note: This policy was adapted with permission from the UND School of Medicine and Health Sciences
Social Media Policy for all SMHS Students.

Approved by College Faculty **03/26/2018**

STUDENT SOCIAL MEDIA POLICY SUSPECTED VIOLATION PROCEDURE –
POLICY 200A

Policy Number:	200a
Policy Name:	Student Social Media Policy Suspected Violation Procedure
Reviewed by:	CNPD Faculty
Last Review Date:	03/26/2018

Procedure:

In situations where a faculty member, field/clinical agency staff, preceptor or another student witness and/or are advised of a suspected violation of the Student Social Media Policy (SSMP), action will be taken promptly to address the issue with the student.

Reporting and Documentation Process for a Suspected Violation of the Student Social Media Policy

1. Reports of suspected and/or witnessed misconduct should be made to the appropriate Department Chair within 5 business days of the suspected occurrence. Failure to report will result in disciplinary action.
2. Within 5 business day of report of the suspected violation the SSMP form (200b) is completed by the Department Chair and the Associate Dean or Dean is notified
3. Department Chair will set up meetings with students involved in suspected and/or witnessed occurrence.
4. Documentation of the meeting details will be recorded on the SSMP form (200b) and a copy will be placed in the student file. All documentation related to a suspected or witnessed violation will be removed from the student file upon graduation from the college.
5. Depending on the seriousness of the violation, field/clinical experiences may be suspended during the process of investigation.

Disciplinary Sanctions for a Suspected Violation of the Code of Conduct

Upon completion of investigation,

1. Department Chair will determine if sanctions will occur within the program of study or will be referred to the Associate Dean or Dean.
2. Sanctions may include but are not limited to, grade reduction, failure of the assignment, failure of the course.
3. Sanctions will be communicated in writing to the student/students by the Department Chair.
4. Incidents of misconduct that are deemed to have broader impact as determined by Department Chair will be referred to the Associate Dean or Dean for disciplinary sanction.
5. Sanctions by the Associate Dean or Dean will be communicated in writing to the student/students involved in the occurrence.

Student Appeals Process

Students have right to appeal sanctions as outlined in appropriate department and university policies.

Approved by CNPD Faculty **03/26/2018**

SUSPECTED VIOLATION OF STUDENT SOCIAL MEDIA POLICY FORM – POLICY 200B

Policy Number (form):	200b
Policy Name:	Suspected Violation of Student Social Media Policy Form
Reviewed by:	CNPD Faculty
Last Review Date:	03/26/2018

Student Name: _____

Department: _____

Action Plan	Description	
S-Situation	<i>Briefly describe the suspected behavior or action of concern.</i>	
B-Background	<i>Document the facts suspected behavior or action, including date, time, location/medium, situation, names of persons involved as applicable</i>	
A-Assessment	<i>Identify the seriousness of the behavior or action as it relates to CNPD policies</i>	
R-Recommendations	<i>Set a time and date for a follow up meeting to discuss an action plan for addressing the suspected behavior or action</i>	
		Follow-Up Meeting: _____

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

Action Plan	Description	
Follow-up Meeting	<i>Plan to address suspected behavior or action is shared with student, including resources needed to reach the desired outcome.</i>	
Resolution	<i>Describe resolution</i>	

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

Copy of this form is to be placed in student file and will be removed on student graduation.

Approved by CNPD Faculty **03/26/2018**

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 at <http://und.edu/student-affairs/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 student's 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 at https://www.ncsbn.org/Social_Media.pdf.
 - 2) See Guidelines for Using Electronic and Social Media: The Regulatory Perspective at <http://www.nursingworld.org/MainMenuCategories/ANAMarketplace/ANAPeriodicals/OJIN/TableofContents/Vol-17-2012/No3-Sept-2012/Guidelines-for-Electronic-and-Social-Media.htm>.
 - 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**

BACKGROUND CHECKS AND STUDENT IMMUNIZATION TRACKER

Students who are currently enrolled must submit to and satisfactorily complete an annual background check as a condition of continuing enrollment in the CNPD Department of Nursing. Students may need to complete additional background checks if required by an agency prior to participation in a clinical experience.

The CNPD Department of Nursing currently uses Verified Credentials as the vendor for all background checks. In addition to providing background check services, Verified Credentials provides a "Student Immunization Tracker". This will allow you to submit your health verification documents electronically to be organized and maintained by the company. You will have electronic access to your documents and the ability to provide access to the CNPD Department of Nursing, practicum clinical agencies and to employers. Additionally, Verified Credentials will send you weekly e-mail reminders of missing health records as needed by the CNPD Department of Nursing. This will assist you in the process of having all of your required verifications on file by the deadline before classes begin each semester. Verifications cannot expire during a semester.

CRIMINAL BACKGROUND CONSIDERATIONS

Clinical placement and experiences are a prerequisite for graduation from the nursing program. The Department of Nursing makes no guarantee that a student who has a finding of concern in their background check report and is nonetheless permitted to enroll in the program will be able to be placed at a clinical facility. Graduation from the nursing program does not guarantee that the student can be registered, permitted or licensed under state law.

Falsification of information, including omission of relevant information, will result in denial of admission or dismissal from the educational program.

Criminal activity may result in disciplinary action, including dismissal and will be addressed through the CNPD and UND's academic and/or disciplinary policies.

BACKGROUND CHECKS – POLICY 207

Policy Number:	207
Policy Name:	Background Checks for Applicants and Students in the Department of Nursing
Reviewed by:	Nursing Faculty
Last Review Date:	3/22/19

Policy: Background Checks for applicants and students in the Department of Nursing

Applicability

This policy applies to all UND nursing students.

Policy

Applicants must submit to and satisfactorily complete the approved Department of Nursing background check as a condition of admission. An offer of admission is contingent upon the successful completion of the background check(s) with results deemed favorable. Admission may be denied or rescinded based on the outcome of the background check. **Background checks must be completed annually prior to starting classes and may not expire during the semester.**

Students who are currently enrolled must submit to and satisfactorily complete an annual background check as a condition of continuing enrollment in the Department of Nursing.

Clinical agencies may have requirements which include verifications other than those required by Nursing. In those situations, students will be required to meet those individual agency standards prior to clinical placement, which may result in additional costs to students.

Students who refuse to submit to the background check or do not pass the background check as defined by the Department of Nursing will be dismissed from the program. It is expected that all students will self-disclose any occurrences which could result in a discrepancy (criminal charge or conviction) on a background check to the Director of the Office of Student Services at the time of the occurrence. Occurrences resulting in a discrepancy (criminal charge or conviction) may be considered grounds for dismissal.

Falsification of information, including omission of relevant information, will result in denial of admission or dismissal from the educational program.

Criminal activity may result in disciplinary action, including dismissal and will be addressed through the CNPD and UND's academic and/or disciplinary policies.

It is a requirement of the Minnesota Department of Human Services (DHS) that any student placed in Minnesota for a clinical/practicum experience and who has direct contact with vulnerable persons (children, elderly, those with mental health issues, disabled, homeless etc.) complete an additional background check. DHS considers any hospitalized patient a vulnerable person and in essence, any client under the care of a health care provider to be vulnerable. Based on the aforementioned information, all undergraduate students are required to complete the additional Minnesota background check otherwise known as a MN NET Study. Graduate students with placements in Minnesota are also required to complete the MN NET Study. Students are responsible for the costs associated with the MN NET Study.

Clinical placement and experiences are a prerequisite for graduation from the nursing program. The Department of Nursing makes no guarantee that a student who has a finding of concern in their background check report and is nonetheless permitted to enroll in the program will be able to be placed at

a clinical facility. Graduation from the nursing program does not guarantee that the student can be registered, permitted or licensed under state law.

C. Rationale

- I. Health care providers are entrusted with the health, safety and welfare of clients, have access to controlled substances and confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student or applicant's suitability to function in such a setting is imperative to promote the highest level of integrity in health care services.
- II. Clinical facilities are increasingly required by accreditation agencies, such as Joint Commission of Healthcare Organization (JCAHO), to conduct background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. To facilitate this requirement, educational institutions have agreed to require these background checks for students and faculty.
- III. Clinical experiences are an essential element in certain professional programs. Students who cannot participate in clinical experiences due to criminal or other adverse activities that are revealed in a background check are unable to fulfill the requirements of the program. Additionally, many healthcare licensing agencies require individuals to pass a criminal background check as a condition of licensure or employment. Therefore, it is in everyone's interest to resolve these issues prior to a commitment of resources by the Department of Nursing/UND, the student or applicant.
- IV. The Department of Nursing is obligated to meet the contractual requirements contained in affiliation agreements with the various community facilities.
- V. The North Dakota State Board of Higher Education requires student criminal history background checks and requires each institution to adopt policy and procedures for implementation for admission decisions.

D. Background Check Report

- I. *Obtaining a Background Check Report.* The Department of Nursing will designate an approved vendor to conduct the background checks and issue reports directly to Nursing. Results from a vendor other than that designated will not be accepted. Students must complete the background check through the approved vendor in order to assure consistency of collected data. The student is responsible for payment of any fees incurred in obtaining the required background check. If a clinical agency requires an additional background check, students are responsible for any cost involved.
- II. *Scope.* Background checks will include such things as the following:
 - a. Social Security Report (address locator)
 - b. County Criminal Record History (unlimited jurisdictions)
 - c. National Sex Offender Public Registry Search
 - d. National Criminal Database Search, includes but not limited to:
 - i. Multiple AOC/DOC/DPS criminal data sources
 - ii. Federal Bureau of Investigation Terrorist List
 - iii. Federal/State/Local Wanted Fugitive Lists
 - iv. Sexual/Violent Offender Registries
 - e. FACIS® Level 1 includes, but not limited to:
 - i. (OIG) Office of Inspector General List of Excluded Individuals
 - ii. (GSA) General Services Admin. Excluded Parties Listing
 - iii. (OFAC) Office of Foreign Assets Control SDN Search

- iv. (ORA/FDA) Office of Regulatory Affairs/Food & Drug Administration Debarment List
 - v. (ORI) Office of Research Integrity Administration Action List
- III. *Rights.* Students and applicants have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant or student, the Department of Nursing will inform them of their rights and how to contact the designated company to challenge the accuracy of the report. The process and timeline are delineated in Procedure 207a.

Approved by Nursing Faculty R 11/16/12; 10/24/14; R 09/30/16; **R 03/22/19**

[SEE APPENDIX E: Background Checks for Applicants and Students-Procedure 207a and Background Check Product Service Information](#)

VERIFICATIONS/IMMUNIZATIONS – POLICY 247

Policy Number:	247
Policy Name:	Verifications/Immunizations Policy
Reviewed by:	Nursing Faculty
Last Review Date:	3/22/19

In order to maintain the highest level of safety for our patients, students, faculty and staff in the College of Nursing and Professional Disciplines (CNPD), all students in the CNPD Department of Nursing are required to have current Immunizations and other verifications as a condition of enrollment.

All students admitted to the Nursing 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** may be required of admitted students. Specific procedures outlining the required timeframes for each program are on file and must be followed. Students will not be allowed to attend class, clinicals, and/or practicum experience if they are not in compliance with this policy and the procedures for the specific program in which they are enrolled.

Requirements for health professionals are different than those recommended for the general public. Therefore, CDC guidelines for health care workers are followed, along with contracts negotiated with various agencies for clinical placement of students. Documentation of valid immunizations/tests must be on a health care agency form and signed by a licensed health care professional.

Clinical agencies may have requirements which include verifications other than those required by the College of Nursing & Professional Disciplines. In those situations, students will be required to meet those individual agency standards prior to clinical placement, which may result in additional costs to students.

The CNPD requirements for the Department of Nursing include but are not limited to the following:

- Background Check: see policy 207 and procedure 207a
- Drug and alcohol screening: see policy 238 and procedure 238a
- Tuberculin testing
- Measles, Mumps & Rubella (MMR)
- Varicella (Chickenpox) Immunization
- Hepatitis B Immunization
- Health Insurance
- HIPAA and OSHA training
- Cardio-Pulmonary-Resuscitation Certification (CPR)
- Cultural Competency Modules (Graduate Programs only)
- RN Licensure (RN to BSN and Graduate Programs only)
- Tdap
- Seasonal Influenza Vaccine
- American Heart Association Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) certification must be current and completed every 2 years. (Nurse Anesthesia students only).

Exemptions for vaccinations:

Exemptions may be made for individuals belonging to a religious organization that maintains specifically enumerated belief and faith tenet that immunization should not be given. In these cases, a request for exemption signed by the student's faith leader must be submitted in writing to the Office of Student Services and a decision will be rendered by assigned members of faculty.

Liability Insurance:

The University of North Dakota College of Nursing & Professional Disciplines provides liability insurance for all students - on or off campus - each semester they are enrolled in course work in the College of Nursing & Professional Disciplines. Each undergraduate student is covered up to \$1,000,000 for any one incident, and up to \$5,000,000 as a total of all claims within one calendar year period. Students are not covered by this liability insurance during personal volunteer work, working for pay (including the Co-op experience), or during self-employment. The employing agency carries liability insurance for students in the Co-op experience.

References:

Centers for Disease Control, (2011, November 25). Immunization of Health-Care Professionals: Recommendations of the Advisory Committee on Immunization Practices (ACIP). *Morbidity and Mortality Weekly Report* 60(7). Retrieved from <http://www.cdc.gov/mmwr/pdf/rr/rr6007.pdf>

Approved by Undergraduate Council R11/8/12

Approved by Graduate Council 10/11/13

Approved by Nursing Faculty R 11/16/12; R 10/25/13; 12/15/15; R 09/30/16; **R 03/22/19**

[SEE APPENDIX F: Undergraduate BSN Verifications/Immunizations Procedure – 247b](#)

[SEE APPENDIX G: Graduate Nursing Verifications/Immunizations Procedure – 247c](#)

[SEE APPENDIX H: Nurse Anesthesia Verifications/Immunizations Procedure – 247d](#)

[SEE APPENDIX I: PHD Nursing Verifications/Immunizations Procedure – 247e](#)

[SEE APPENDIX J: RN-BSN Verifications/Immunizations Procedure – 247f](#)

[SEE APPENDIX K: Acknowledgement of Health Insurance/Acceptance of Liability for Health Treatment Form](#)

CHEMICAL IMPAIRMENT – POLICY 238

Policy Number:	238
Policy Name:	CHEMICAL IMPAIRMENT POLICY
Reviewed by:	Nursing Faculty
Last Review Date:	01/18/2019

The University of North Dakota's Department of Nursing is committed to the nursing profession and its standard of a drug and alcohol free workplace and educational environment. Substance use disorder is a chronic, progressive, potentially life threatening but treatable illness that jeopardizes the health, safety, and well-being of the individual and others including patients.

It is the ethical responsibility of the University and its members to protect each other from high-risk and excessive use of alcohol and other drugs, and to assist students who may have substance abuse problems in securing appropriate assistance. Nursing students must also comply with the University of North Dakota Policy on Alcohol and Drugs, located at: <https://und.policystat.com/?lt=nEb9f5lPhIT42yu4MIKV8w&next=/policy/4428574/latest/> and may be subject to separate processes for violation of the policy through the Office of the Dean of Students. Additionally, the student may be subject to separate professional certification and licensure sanctions.

The general assumptions and principles used in developing this policy are as follows:

1. Chemical impairment compromises safe patient care and the welfare of the public.
2. Chemical impairment negatively impacts student learning and the educational process.
3. Chemically impaired persons need help to recognize the consequences of their substance use.
4. Substance use disorder is a treatable illness and rehabilitative and therapeutic approaches are effective in facilitating recovery.
5. To provide a procedure for intervention with a student suspected of chemical impairment (CI) or substance abuse (SA).

Definitions:

Substance abuse (SA) shall mean the use of psychoactive substance (drugs or alcohol) to the extent that it interferes with a person's health, economics, or social functions.

Chemical dependence (CD) or addiction shall mean the psychological dependence upon a drug; it is characterized by compulsive use, loss of control, and continued use despite adverse consequences.

Chemical Impairment (CI) shall mean when an individual is under the influence of, or has abused, either separately or in combination, mind-altering substances including alcohol, over-the-counter medications, prescribed medications, illegal drugs, inhalants, or synthetic designer drugs.

Student shall mean any student enrolled in the College of Nursing and Professional Disciplines to include undergraduate, graduate, and doctoral students.

Please reference the Chemical Impairment Procedure (238A) for procedures related to drug and alcohol screening, reporting, identification, removal from the classroom or clinical environment if chemical impairment is suspected, and positive findings in drug and alcohol screens.

Reviewed by UND Legal Counsel, Charles D. Evans R 11/21/15
Approved by Graduate Council R 12/11/15
Approved by Nursing Faculty **01/18/2019**

[SEE APPENDIX L: Chemical Impairment Procedure 238a](#)

LICENSING POLICY FOR STUDENTS LICENSED THROUGH A STATE BON – 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.

Approved by Nursing Faculty R 3/28/14; **R 01/18/19**

LEAVE OF ABSENCE (LOA) COURSES IN NURSING – POLICY 228

Policy Number:	228
Policy Name:	Leave of Absence (LOA) in Undergraduate Nursing Program
Reviewed by:	Nursing Faculty
Last Review Date:	11/15/18

(To be used in conjunction with the UND Withdrawal Form if applicable)

1. Students **who have successfully completed at least one semester** in the Department of nursing may request a Leave of Absence (LOA) for a maximum of 12 months. Students must first meet with their academic faculty advisor and complete the **Application for Leave of Absence Form**, which may be obtained from the Office of Student Services. The completed form is then submitted to the Undergraduate Department Chair for a decision. Academic Standing will be considered during the review process. The completed original form will be placed in the student file and a copy of the signed form will be given/mailed to the student.
2. Students who have been granted an LOA from the Department of Nursing under provisions of this policy, may re-enter according to the terms of their LOA, subject to available space in required courses at the time of re-entry on a first come/first serve basis according to date of final signature.
3. If a student does not plan to register for a particular semester, application for an LOA must be submitted by the “Last Day to Add a Full-Term Course”. If the need to for an LOA occurs during the semester, the application should be made by the “Last Day to Drop a Full-Term Course or Withdraw from School” or at the same time nursing courses are dropped, whichever comes first.
4. Students are required to notify the Office of Student Services no later than four weeks prior to the start of classes of classes if she/he will be returning in order to obtain a place in the appropriate class(es)
5. Students will be dismissed from the Undergraduate Nursing program if the following situations occur:
 - Student does not return to enroll in nursing courses at the time designated on the LOA form
 - Student who does not have an approved LOA, who withdraws from all nursing courses and/or support courses in which they are currently enrolled
 - Students who do not register in the next consecutive semester in which they would normally be enroll
6. Students who have dismissed under the provisions of this policy and wish to re-enter must submit an application for re-admission to the Department of Nursing. Such applications are subject to all required prerequisites and will be considered with the total applicant pool.
7. University policy permits readmission of students to the University of North Dakota. However, re-admission to the university does not guarantee re-admission to Nursing. If a student uses the LOA form from Nursing in conjunction with the University of North Dakota Withdrawal Form, Nursing will abide by an restrictions regarding re-admission as established by the Office of Student Rights and Responsibilities.

Approved by Nursing Faculty 1/24/14; **11/15/18**

TRANSFER OF NURSING COURSES – POLICY 407

Policy Number:	407
Policy Name:	Transfer of Nursing Courses
Reviewed by:	Nursing Faculty
Last Review Date:	03/22/19

Students may request review of prior completed nursing courses to be considered for transfer into the appropriate nursing program. The Department Chair has the ability to approve or deny the request.

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

[SEE APPENDIX M: Transfer of Nursing Courses – Procedure 407A](#)

[SEE APPENDIX N: Transfer of Nursing Course Request – Form 407B](#)

TRANSPORTATION POLICY – POLICY 246

Policy Number:	246
Policy Name:	Transportation Policy
Reviewed by:	Nursing Faculty
Last Review Date:	12/06/2017

A. 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.

B. 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.

Approved by Nursing Faculty **12/06/17**
Reviewed by Policy Committee 12/04/17

STUDENT RESOURCES

PREPARATION FOR GRADUATION AND UNIVERSITY OF NORTH DAKOTA COMMENCEMENT

Upon completion of the courses listed in your program of study, you are eligible to graduate from the University of North Dakota. The following steps are required to complete the graduation process:

- Check that our major requirements are satisfied and you have met the credit requirements for UND.
- Apply for graduation online at [Apply for Graduation](#).
- Resolve any “Incomplete,” “In Progress,” or “Missing Grades” before recording your degree. Consult the Dean of your College or the [Academic Catalog](#) for more information and to see the specific policy.
- Complete [Exit Loan Counseling](#) before you graduate, if you have received a federal student loan at UND. This requirement must be completed using the correct online form.
- All correspondence courses must be completed and grades recorded to your academic record before your degree can be awarded.
- If you have studied abroad, your work needs to be recorded on your academic record prior to the recording of your degree. Please contact the [International Center](#) with any questions.
- Make arrangements to check out of University housing. Questions should be directed to the [Housing Office](#).
- Confirm that your Campus Connection account is paid in full and you do not owe a balance.
- Graduate students receiving the master’s or doctorate degrees will rent their UND-custom gown, hood, tassel and cap/tam through [Herff Jones](#). Regalia will be available for pick up at the University Bookstore and should be returned after the ceremony. If you have questions regarding rentals, please contact the University Bookstore at 701-777-2746.
- Undergraduate students will purchase their UND gown, tassel and cap at the [UND Bookstore](#) or [Herff Jones](#). If you have questions, please contact the University Bookstore at 701-777-2746.
- To ensure that you receive your diploma, please update your home address and phone number on Campus Connection within 10 days following graduation.
- To request disability accommodations for the commencement ceremony, contact the Office of Ceremonies and Special Events at (701) 777-2314
- Keep in touch with other University alumni through the UND Alumni Association at 1-800-543-8764 or www.undalumni.org.

NOTE: The University of North Dakota reserves the right to deny the release of a student's diploma if that student has any outstanding accounts receivable balance. Questions can be directed to [One-Stop Student Services](#) at 701.777.3911.

PICTURE ID

The University of North Dakota, CNPD Picture ID and Badge are purchased through the UND Passport U Card Office and are to be worn as required. The Picture ID must include the student’s first name followed by Student Nurse. A CNPD lanyard for the picture ID is preferred.

STUDENT EMAIL SYSTEM

Per UND policy, students are expected to have a current Office 365 email. This can be obtained through UND’s Information Technology Systems and Services at <http://www1.und.edu/uit/email.cfm>.

Course instructors will not accept or respond to correspondence that does not come from the student’s University branded email.

POLICY ON BREASTFEEDING ON CAMPUS

Breast feeding is the recommended method of infant feeding because it is associated with scientifically documented health benefits for both mothers and infants. The University, therefore, supports the breast-feeding efforts of its students, faculty, and staff. Students, faculty, and staff are welcome to breast feed their infants on the University campus. Safety concerns and avoiding disruptions to regular classroom activities should always be considered. Mothers of crying infants should provide the usual courtesy by caring for the infant outside the classroom. Environments posing a potential hazard to infants, such as (but not limited to) science laboratories should be avoided.

LACTATION LOUNGE

A lactation lounge is located in Room 390 of the Northern Plains Center for Behavioral Research.

CLINICAL AND RESOURCE SIMULATION CENTER (Rooms 101,103,103E,105, &107)

The function of the Center is to support the undergraduate and graduate curriculum and to provide a teaching and learning environment for all nursing students and faculty. Human patient simulators (computerized manikins) are a great addition to the expansion of learning for the Department of Nursing. The CRSC provides an area where nursing skills are taught, practiced and evaluated in preparation for students clinical and practicum experiences.

Simulation: Many courses in the CNPD Department of Nursing offer simulation experiences for students within the Center and other learning labs. Simulation experiences may include but are not limited to using manikins, human patient simulators and hybrid experiences (a blending of two or more simulation methodologies). Many of these experiences are digitally recorded and archived for evaluation, feedback and mentoring purposes.

Confidentiality is an essential component of the learning process with simulation. Students are asked not to discuss events of simulation(s) or debriefing(s) with other students. Further, as a leader in simulation education, the CNPD Department of Nursing may share its experiences and expertise with members of outside institutions who may occasionally visit the Simulation Center to observe the educational, administrative and technical aspects of simulation learning. During observations by external professionals, neither students nor faculty are identified nor are individual student evaluations shared.

Hours of Operation: Academic year: M-F 8:00 - 4:30 with variable evening hours

Summer session: Variable - will be posted outside CRSC

Telephone number: 777-4502

PHOTOCOPY REQUESTS

Students needing a copy of any academic information (this does not include verifications) from their files must submit a written request to the Office of Student Services, Suite 205. The cost is 50¢ for the first page, 10¢ each additional page. Allow 3-5 days for pick-up.

STUDENT ACTIVITIES AND ORGANIZATIONS

Events each year at the CNPD have included such functions as the pinning ceremony for the BSN graduates, annual picnics, and Homecoming events and awards recognitions. Notices of such events will be published in advance.

HONOR SOCIETY: SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

Sigma Theta Tau International Honor Society of Nursing

The purposes of Sigma Theta Tau International Honor Society of Nursing are to:

- Recognize superior achievement.
- Recognize the development of leadership qualities.
- Foster high professional standards.
- Strengthen commitment to the ideals and purposes of the professions.

Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing.

UNDERGRADUATE STUDENTS HONOR SOCIETY REQUIREMENTS

Junior or senior students enrolled in baccalaureate programs at accredited institutions of higher education who have completed at least 1/2 of the nursing curriculum, rank in the upper 35 percent of their graduating class and have achieved academic excellence (at schools where a 4.0 grade point average system is used, this equates to at least a 3.0).

GRADUATE STUDENTS HONOR SOCIETY REQUIREMENTS

Master's and Doctoral students enrolled in graduate programs at accredited institutions of higher education who have completed at least 1/4 of the nursing curriculum, have achieved academic excellence (at schools where a 4.0 grade point average system is used, this equates to at least a 3.5).

NURSE LEADERS

Registered Nurses legally recognized to practice in their countries, which hold at least a baccalaureate degree in nursing or other field and have demonstrated achievement in nursing.

Invited applicants are required to submit an intent form and curriculum vitae. Additional information can be obtained at <http://und.edu/orgs/sigma-theta-tau/index.cfm>

ESSENTIAL DOCUMENTS

Included in the Handbook are the CNPD Department of Nursing Mission Statement, Nursing Philosophy, and 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:

Nursing Code of Conduct: Promotes an environment which maintains the ethical and professional standards as established by the American Nurses Association Code of Ethics.

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.

Academic Catalog: This is available on the UND web pages.

Schedule of Classes: This is available each semester on the UND website in CampusConnection.

American Nurses Association Code of Ethics: [*American Nurses Association*](#)

APPENDICES

APPENDIX A: 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
- 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.

Approved by Nursing Faculty 10/24/14; 2/27/15; **R 11/15/18**

APPENDIX B: RESOLUTION OF STUDENT ACADEMIC ISSUE PROCEDURE – 236A

Policy Number:	236a
Policy Name:	Resolution of Student Academic Issue Procedure
Reviewed by:	Nursing Faculty
Last Review Date:	01/17/18

Student Responsibilities	Faculty Committee or Administrative Responsibilities
<p>The student discusses the issue with the faculty member involved and attempts to resolve the issue.</p> <p>Date Completed: _____</p>	<p>The faculty member involved is responsible to meet in good faith with the student to attempt to resolve the issue and to document the meeting. Copy(s) of meeting documentation is/are to be given to the student. The student will be informed of the decision regarding the issue in writing by the faculty member.</p>
<p>If the issue is not resolved, the student will meet with his or her Faculty Advisor.</p> <p>Date Completed: _____</p>	<p>The Faculty Advisor will meet with student to attempt to resolve the issue and advise student regarding resolution process. Advisor documents meeting and copy(s) of meeting documentation is/are to be given to the student.</p>
<p>If the issue is not resolved, the student will meet with the faculty member, Course Coordinator, Track Director and/or Department Chair.</p> <p>Date Completed: _____</p>	<p>The Course Coordinator, Track Director and/or Department Chair will work with the student and the faculty member to attempt to resolve the issue and to document the meeting. Copy(s) of documentation are given to the student. The student will be informed of the decision regarding the issue in writing by the Course Coordinator, Track Director or Department Chair.</p>
<p>If the issue is not resolved at this point, the grievance process may then be initiated by the student (Policy 237). The student may discuss the grievance procedure with his/her faculty academic advisor for clarification.</p>	
<p>The student should meet with their assigned faculty advisor to obtain information regarding advancement of grievance according to procedure. It is the student's responsibility to advance the grievance in accordance with procedure.</p>	

Approved by Nursing Faculty: 02/26/16; R **01/17/18**
 Approved by Undergraduate Council R 02/12/16

APPENDIX C: ACADEMIC GRIEVANCE PROCEDURE – PROCEDURE 237A

Policy Number:	237a
Policy Name:	Academic Grievance Procedure
Reviewed by:	Nursing Faculty
Last Review Date:	01/17/2018

Student Responsibilities	Dean or Dean Designee Responsibilities	Student Appeals Board Responsibilities
<ol style="list-style-type: none"> 1. The student should meet with their assigned faculty advisor to obtain information regarding advancement of grievance according to procedure. 2. It is the student's responsibility to file the grievance in accordance with policy and procedure using Student Grievance Statement (Form 237c). 3. The student must obtain the Student Grievance Statement Form from their Faculty advisor. 4. The student initiates the grievance procedure by submitting a completed Student Grievance Statement Form to the Dean's office within 10 business days from the time the issue was discussed with the Course Coordinator, Track Director and/or Chair and not resolved. 5. The student may request a change of one member of the Student Appeals Board if cause is determined. This request must be made within two business days of notification of the Student Appeals Board Composition. 	<ol style="list-style-type: none"> 1. The Dean's office receives the Student Grievance Statement from the student initiating the grievance procedure. 2. The Dean's office maintains the academic Grievance file, which includes all submitted documents by all named parties until resolution of the grievance. 3. The Dean appoints a Student Special Appeals Board and staff administrative assistant, and notifies the student of the composition of the Board in writing within 10 business days of the student 	

Student Responsibilities	Dean or Dean Designee Responsibilities	Student Appeals Board Responsibilities
<p>6. The student may be accompanied by one individual to act as an advisor during the Student Appeals Board meeting. The student should notify the chair of the board of the name of the advisor and their relationship to the student at least 5 business days prior to the hearing.</p> <p>7. The student may withdraw from the Academic Grievance process at any time.</p>	<p>submission of the Student Grievance Statement.</p> <p>4. The Dean's office receives the request for an alternate to serve in place of appointed board member from student if cause is determined.</p> <p>5. The Dean appoints new member to the Student Special Appeals Board if cause is determined.</p> <p>6. The Dean's office distributes Student Grievance Statement and supporting documents (any narrative statement from faculty or additional documentation from student) to all named parties within 10 business days of the appointment of Special Appeals Board.</p>	<p>1. The Chair of the Student Special Appeals Board (assisted by the staff administrative assistant) schedules the date and time to hold the appeal hearing no later than 10 business days after the date all Student Grievance Statement Form and supporting documents are received by the Board and all named parties.</p> <p>2. The Chair of the Board may request additional information as needed and the presence of other relevant parties at the hearing.</p> <p>3. The Chair of the Board will notify the student and all named parties of the date, time and location of the hearing, along with a list of those attending the hearing.</p> <p>4. The hearing will be held as scheduled and conducted as suggested in the Student Special Appeals Board Hearing Protocol (237b).</p> <p>5. The staff administrative assistant will audio-record the meeting and keep minutes of the proceedings.</p>

Student Responsibilities	Dean or Dean Designee Responsibilities	Student Appeals Board Responsibilities
<p>8. If the appeal is not resolved at the Department of Nursing level, any of the parties in the appeal may request a review by the Student Academic Standards Committee of the University (See Code of Student Life, Academic Concerns).</p>	<p>7. The Dean will send a copy of the Board recommendation and Dean's final decision to the student (within 5-7 business days).</p>	<p>6. The typed records shall be read, approved and signed by all faculty members of the Board hearing the appeal.</p> <p>7. The original appeal, audio-recording, and written record of the proceedings and decision of the Student Special Appeals Board will be submitted to the Dean's Office to be placed in a sealed envelope. The sealed envelope will be stored in the Office of Student Services.</p> <p>8. The Chair of the Board will send a copy of the board's decision and recommendation to the Dean. The Dean will consider the recommendation and make a final decision (within 3 business days).</p>

DISPOSITION OF GRIEVANCE MATERIALS

The Chair of the Student Special Appeals Board hearing the grievance shall keep the original Student Grievance Statement and documentation regarding the Board's decision, forms that have been completed by other faculty, or administrators hearing the grievance. These documents shall be sealed and placed in the student grievance file in the Office of Student Services, which will be retained for 6 years from the date of resolution of

the grievance. Other copies of the grievance shall be destroyed by the Dean's Designee upon completion of the grievance process. Only the Dean and/or the student can open the sealed envelope. If a student withdraws a grievance without completing the process, all related records will be destroyed.

** Business day is defined as any day Monday through Friday in which the University is open to conduct business*

Approved by Nursing Faculty 2/26/16, R 12/9/16; **R 01/17/18**
Approved by Undergraduate Council R 2/12/16

**APPENDIX D: STUDENT SPECIAL APPEALS BOARD HEARING PROTOCOL – PROCEDURE
237B**

Policy Number:	237b
Policy Name:	Student Special Appeals Board Hearing Protocol
Reviewed by:	Nursing Faculty
Last Review Date:	01/17/2018

1. Record those present:
 - A. Committee Members
 - B. Involved Parties
 - C. Others
2. Hearing will be closed unless involved parties previously agree to an open meeting.
3. The Chair will inform all present that the hearing is being audio-recorded as required by policy.
4. The Chair will state purpose of meeting.

“The purpose of this meeting is to hear an appeal of an academic circumstance for which an academic grievance has been submitted.

This appeal has been brought by _____(name),

a student in the Department of Nursing in the College of Nursing & Professional Disciplines. He/she is appealing _____(state appeal, including date/semester of occurrence).

5. For the record, the Chair will state what materials have been distributed prior to this meeting the committee's review and discussion.
6. The Chair will state the meeting format:
 - A. The first part of the meeting is to obtain information on the related factors and aspects of the appeal. It is an informal yet objective process. This is not a disciplinary hearing, legal proceeding, nor courtroom process.
 1. The student will present his/her perspective.
 2. The faculty member, committee or administrator will present his/her perspective.

Neither the student, involved parties, nor other advisors will have the right to question the other.

- B. The committee members then will be allowed to ask questions of all parties in its attempt to achieve an understanding of the issue(s).
- C. Deliberation: All except the committee members will be excused and the audio-recording will be stopped. The committee will deliberate and render a decision. The student and the other involved parties will be notified in writing of the decision within 5-7 business days.

A copy of the Committee's decision will be sent to the Dean. All grievance and hearing documents as well as the audio-recording shall be submitted to the Office of Student Services to be placed in a sealed envelope in a special appeals file.

APPENDIX E: BACKGROUND CHECKS FOR APPLICANTS AND STUDENTS – PROCEDURE 207A

Policy Number:	207a
Policy Name:	Procedure: Background Checks for Applicants and Students in the CNPD Department of Nursing
Reviewed by:	Nursing Faculty
Last Review Date:	03/22/19

A. Procedure

- I. Applicants who receive a letter offering admission will be notified that admission is contingent upon the successful completion of a criminal background check. The letter offering admission will specify a date by which the background check must be submitted and results deemed favorable in order to secure an admission spot.
- II. Current students must complete a background check on an annual basis.
- III. If the report contains findings of concern, a committee comprised of the Undergraduate or Graduate Department Chair, the Undergraduate Council Chair or Graduate Council Chair, and Director of the Office of Student Services will convene to review the results of the background check. The applicant may be required to submit additional information relating to the findings, such as a written explanation, court documents and police reports. The student will have 10 working days from notification in which to provide this information.
- IV. The-committee will review all information available and determine whether the offer of admission to the program should be withdrawn, the student should be dismissed from the program (for current students) or placed on probation.
- V. Decisions made by the committee related to the criminal background review of applicants are final. Should an applicant choose to appeal the committee’s ruling, an appeal may be made to the Dean. Time required to initiate and complete an appeal may result in loss of admission or progression for that particular semester. If that is the case, the student may reapply for a subsequent semester pending a favorable outcome from the appeal.

If a decision of dismissal or admission offer revocation is made, the student is not eligible to reapply to the program until able to provide proof of resolution to the finding of concern. The committee will review all proof provided by the student to determine eligibility for admission or readmission.

B. Committee Review Standards

Factors the committee may consider when reviewing a background check and any other information submitted by the applicant/student include, but are not limited to:

1. the nature and seriousness of the offense or event
2. the circumstances surrounding the offense or event
3. the relationship between the duties to be performed as part of the educational program and the offense committed

4. the age of the person when the offense or event occurred
5. whether the offense or event was an isolated or repeated incident
6. the length of time that has passed since the offense or event
7. past employment and history of academic or disciplinary misconduct
8. evidence of successful rehabilitation
9. accuracy of the information provided by the applicant or student in the application material
10. disclosure forms

The committee will take into consideration both the safety interests of the client and the workplace, as well as the educational interest of the student.

C. Confidentiality and Recordkeeping

- I. Background check reports and other submitted information are confidential and may only be reviewed by University officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act.
- II. Background check reports and other submitted information by students will be maintained in the Office of Student Services in accordance with the University's record retention policy for student records.
- III. Applicants Denied Admission and Dismissed Students: Background check reports and other submitted information of applicants denied admission into the program will be maintained in accordance with the University's record retention policy. Only the letter of dismissal will be kept in the academic file; supporting documents and other information will be maintained in a separate file in the Office of Student Services.

D. Other Provisions

- I. Clinical placement is a prerequisite for graduation from the nursing program.
- II. The Department of Nursing makes no guarantee that the student who has a finding of concern in their background check report and is nonetheless permitted to enroll in the program will be able to be placed at a clinical facility. Further, graduation from the Department of Nursing does not guarantee that the student can be registered, permitted or licensed under state law.
- III. Falsification of information, including omission of relevant information, will result in denial of admission or dismissal from the educational program.
- IV. Criminal activity that occurs while a student is in attendance at the University may result in disciplinary action, including dismissal, and will be addressed through the College's and University's academic or disciplinary policies.
- V. The Department of Nursing will use appropriate means to convey this information to potential applicants and students such as; inclusion in the catalog, student handbooks, admission pamphlets, advisement, and/or correspondence

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

APPENDIX F: UNDERGRADUATE BSN VERIFICATIONS/IMMUNIZATIONS PROCEDURE – 247B

Policy Number:	247b
Policy Name:	Undergraduate BSN Verifications/Immunizations Procedure
Reviewed by:	Nursing Faculty
Last Review Date:	03/22/19

- All students admitted to the Undergraduate BSN Nursing 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 of all admitted students prior to the start of fall semester or on admission.
- All verifications must be valid through May 15th of each year and cannot expire during the academic year.
- Students will not be allowed to attend class, clinicals, and/or practicum experience if they are not in compliance with this procedure.

Requirements for Undergraduate BSN program are as follows:

Upon admission (deadline will be provided to student):

- **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.
 - c. 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-Gurrierin (BDG) 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>

- **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.**
- **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.
- **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.
- **Tdap:** A one-time dose of the Tdap vaccination is required. A Td booster must be received every 10 years following Tdap.

Updated annually (may not expire during the semester with the exception of influenza vaccination):

- **Tuberculin Testing:** Evidence is required for one TB skin test annually (assuming the two-step TB skin test/IGRA was done initially), and evidence of required follow-up for a positive TB skin test read within 12 months of each other **.
(**exceptions to the annual TB skin test would be a documented history of a previously positive TB skin test. In that case, the individual must be assessed annually by their health care provider to rule out signs or symptoms of active TB disease and provide documentation.
- **Seasonal Influenza Vaccine:** Must be completed annually in the fall/winter. 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.
- **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.

Updated every other year

- **Cardio-Pulmonary-Resuscitation Certification (CPR):** Students must maintain verification of current CPR certification by the American Heart Association in Basic Life Support for the healthcare provider. The only online course CPR course accepted is 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. Written documentation must include the expiration date of current certification. Renewal of CPR needs to be completed every 2 years.

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

APPENIX G: GRADUATE NURSING VERIFICATIONS/IMMUNIZATIONS PROCEDURE – 247C

Policy Number:	247c
Policy Name:	Graduate Nursing Verifications/Immunizations Procedure
Reviewed by:	Nursing Faculty
Last Review Date:	3/22/19

- All students admitted to the Family Nurse Practitioner, Psychiatric-Mental Nurse Practitioner, Nurse Educator and Adult-Gerontology Primary Care Nurse Practitioner graduate nursing programs 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 graduate nursing programs listed above 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 clinical/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.
 - c. 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 Callmette-Gurerin (BDG)

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 months 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.
- **Cultural Competency Modules:** Students in Graduate Nursing programs only must complete
- **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. 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 06/25/19**

APPENDIX H: ANESTHESIA VERIFICATIONS/IMMUNIZATIONS PROCEDURE – 247D

Policy Number:	247d
Policy Name:	Nurse Anesthesia Verifications/Immunizations Procedure
Reviewed by:	Nursing Faculty
Last Review Date:	03/22/19

- All students admitted to the Nurse Anesthesia Nursing 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 of all admitted students prior to the start of fall semester or on admission. All verifications must be valid through May 15 of each year and cannot expire during the academic year.
- 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 Nurse Anesthesia 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.
- **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.
 - c. 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 Callmette-Gurerin (BDG) 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>

- **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 months 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.
- **Tdap:** A one-time dose of the Tdap vaccination is required. A Td booster must be received every 10 years following Tdap.
- **Cultural Competency Modules:** Students are required to complete upon admission.

Updated annually (may not expire during the semester with the exception of influenza vaccination):

- **Tuberculin Testing:** Evidence is required for one TB skin test annually (assuming the two-step TB skin test/IGRA was done initially), and evidence of required follow-up for a positive TB skin test read within 12 months of each other **. (**exceptions to the annual TB skin test would be a documented history of a previously positive TB skin test. In that case, the individual must be assessed annually by their health care provider to rule out signs or symptoms of active TB disease and provide documentation.
- **Seasonal Influenza Vaccine:** Must be completed annually in the fall/winter. 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.

- **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.

Updated every other year

- **Cardio-Pulmonary-Resuscitation Certification (CPR):** Students must maintain verification of current CPR certification by the American Heart Association 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. Written documentation must include the expiration date of current certification. Renewal of CPR needs to be completed every 2 years.
- **American Heart Association Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) certification must be current and completed every 2 years. (Nurse Anesthesia students only).** The only online ACLS and PALS CPR courses accepted is the class through the American Heart Association (HeartCode ACLS Part 1 and HeartCode PALS Part 1). These courses cover the cognitive component of training only. Students will need to complete Parts 2 and 3 with an AHA ACLS or PALS instructor

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

APPENDIX I: PHD NURSING VERIFICATIONS/IMMUNIZATIONS PROCEDURE – 247E

Policy Number:	247e
Policy Name:	PhD Nursing Verifications/Immunizations Procedure
Reviewed by:	Nursing Faculty
Last Review Date:	3/22/19

- All students admitted to the PhD in Nursing program are required to provide documentation of current immunizations verifications (when applicable) 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 student collecting data in a clinical setting, if applicable.
- All verifications must be valid and cannot expire during the semester in which the student is collecting data in a clinical setting.

The requirements for the PhD in Nursing 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 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 only required if students will be collecting data in a clinical setting. These requirements will then be due the semester prior to starting data collection in a clinical setting 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.
 - c. 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 Callmette-Gurerin (BDG)

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 months 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. 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.
- **Cultural Competency Modules:** Students in Graduate Nursing programs only must complete on admission
- **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. 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 from 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 J: 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.
 - c. 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 Callmette-Gurerin (BDG)

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 months 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 K: ACKNOWLEDGEMENT OF HEALTH INSURANCE/ACCEPTANCE OF LIABILITY FOR HEALTH TREATMENT

I acknowledge that the University of North Dakota, Department of Nursing requires that I maintain health insurance coverage throughout my period of enrollment as a nursing student. I further certify that I take full responsibility for all costs associated with medical treatment and/or hospitalization which may occur while I am a nursing student.

Student Signature

Date

APPENDIX L: CHEMICAL IMPAIRMENT – PROCEDURE 238A

Policy Number:	238a
Policy Name:	CHEMICAL IMPAIRMENT PROCEDURE
Reviewed by:	Nursing Faculty
Last Review Date:	01/18/19

DRUG AND ALCOHOL TESTING:

Students in the College of Nursing and Professional Disciplines (CNPD) Department of Nursing (DON) will be subject to drug and alcohol screening that includes:

- Initial entry into a nursing program
- Reasonable suspicion

Drug and alcohol screening is a requirement for enrollment in undergraduate and graduate Nursing programs. Applicants will be screened following admission, but prior to enrollment. A “HOLD” will be placed on an applicant’s enrollment until clearance documentation is received. Applicants who do not consent to the drug and alcohol screen will be removed from the accepted student list.

The Dean will designate the company(ies) approved to do the drug and alcohol screen. Results from any company other than those designated by the school will not be accepted.

The student will pay the cost of the drug and alcohol screen. In addition, if an agency at which the student has been placed for a clinical experience also requires drug and alcohol screens, the students must consent to such screening and pay the cost for the testing. Students who do not consent to drug and alcohol screening will be removed from clinical participation and will be subject to dismissal.

Once the student has paid the fee for drug and alcohol testing and verifications, the vendor will provide information directly to the student with the location for the testing and other testing details.

Students will have 15 calendar days from the time they pay the fees on the vendor site to complete the drug and alcohol test.

Students who do not complete the testing within the 15-day calendar time frame, will forfeit their admission spot and the next student on the admission list will be offered admission.

Initial entry to the nursing program drug and alcohol testing must be completed by **July 15** in the summer prior.

Reasonable suspicion testing will be completed in compliance with the agency policy where student is placed at the expense of the student. The student must release the reasonable drug and alcohol test results to the UND Department of Nursing. Failure to release information will result in dismissal from the nursing program.

Education:

The University of North Dakota recognizes the importance of early education and its role in the prevention of substance abuse (SA) or chemical dependence (CD). All students will be provided a copy of the chemical impairment policy in the student handbook for their program. Each student must sign the review of handbook form as a condition of admission.

Reporting:

All faculty and students possess a duty to report concerns about possible chemical impairment. Early

detection is paramount to providing a drug and alcohol free environment. Students who suspect chemical impairment should report their concerns to a Department of Nursing faculty member immediately. The nursing faculty will initiate the drug and alcohol testing protocol for the student.

Common signs and symptoms of chemical impairment include, but are not limited to, the following:

PHYSICAL

- Physical complaints
- Tremors, nervousness
- Slurred speech
- Unsteady gait
- Flushed face
- Watery eyes
- Dilated or pinpoint pupils
- Excessive use of mouthwash/breath mints

BEHAVIORAL

- Poor judgment
- Disorganization
- Missed deadlines
- Patient complaints
- Poor hygiene
- Mood swings, irritability
- Excessive talking
- Poor recall
- Irrational statements
- Drowsiness
- Isolation
- Anger
- Euphoria
- Long breaks
- Frequent trips to locker room/restroom
- Early arrival or late departure

ACADEMIC OR CLINICAL PERFORMANCE

- Poor grades and/or significant decline in GPA
- Absenteeism/tardiness or any pattern of impairment in an individual's ability to meet standards of performance, competency, and safety in the classroom or clinical area

Self-referral will be encouraged. The Dean must be notified if the individual enters treatment. If the student enters treatment, they are removed immediately and dismissed from the program.

REMOVAL FROM THE CLASSROOM OR CLINICAL ENVIRONMENT:

When a faculty member/preceptor becomes aware of suspected chemical impairment she/he will:

1. Notify the appropriate Department Chair. If they are not available, the faculty member/preceptor will contact the Dean.
2. Remove student immediately from the clinical site or classroom to a private area. Inform the student why they are being removed.
3. When possible, have a witness present (i.e. other faculty member/preceptor or hospital staff).
4. State the sign(s) and behavior(s) observed.

5. Allow the student to explain.
6. Question the student regarding the use of any substance and, if used, what, when, and how much was used and by what route it was taken.
7. If the student denies use of any substance and/or the faculty member determines that reasonable suspicion exists, the student must submit to a drug and/or alcohol test immediately.
8. The student will be accompanied to the designated testing area for that facility. A faculty member or a designee will remain with the student until the test is completed. After the test is completed, the faculty member will ensure the student has a safe ride home. If there is a concern for the student's personal safety, the police will be contacted.
9. A UND incident report will be completed by the faculty member.
10. Faculty members must also act in accordance with the individual agencies/clinical sites' substance abuse policies and procedures.
11. The student will not be allowed to return to the classroom or clinical environment until the results are evaluated. The student will be notified.

FINDINGS IN DRUG AND ALCOHOL SCREENINGS

1. The CNPD Office of Student Services (OSS) will manage this process. The Director of the OSS will receive all positive drug and alcohol test reports and will communicate these with the Dean.
2. Immediately upon receipt of a positive drug or alcohol test or student refusal to submit to drug and alcohol testing, the student must be immediately removed from the classroom or clinical setting and is dismissed from the program. For newly admitted students, the offer for admission will be revoked.
3. In the event that the positive drug or alcohol test included prescription medication(s), the student is immediately removed from the classroom or clinical settings. The student must work with the company approved to do the drug and alcohol screen to submit the appropriate documentation. The Office of Student Services will be notified once the review has been complete and if the student has been cleared. If it is determined that there has been a misuse of the prescribed medication(s), the student is dismissed from the program or admission offer for newly admitted students would be revoked.
4. Following dismissal, the student can be referred to the University of North Dakota (UND) Counseling Center or an agency of the student's choice for a chemical dependency evaluation. The student will be responsible to follow-up with their own healthcare and treatment plan.
5. Any student who has professional licensure will be reported to their respective state of licensure, as required by law. For pre-license students, notification to the North Dakota Board of Nursing is not required. However, notification may be required in other states. For states other than North Dakota, the Board of Nursing for the state where the incident took place will be contacted as required by law.

Confidentiality:

The Dean will take reasonable measures to ensure individual privacy under this policy including, without limitation, keeping all drug and alcohol test results confidential to the extent possible. Drug or alcohol test results will be released in accordance with applicable federal and state laws and Board of Nursing regulations.

APPENDIX M: TRANSFER OF NURSING COURSES – PROCEDURE 407A

Policy Number:	407a
Policy Name:	TRANSFER OF NURSING COURSES PROCEDURE
Reviewed by:	Nursing Faculty
Last Review Date:	03/22/19

1. The student submits the completed “Transfer of Nursing Courses Request” form (available on the Department of Nursing S:drive or from the Office of Student Services) to the appropriate Department Chair with any evidence, such as course syllabus, objectives, outlines, notes, tests, etc. that will assist the department in making a decision regarding the request. University policy will dictate how many transfer credits will be accepted.
2. The department chairs and/or faculty discuss as necessary, review, and make a decision regarding the request.
3. The decision is communicated to the student by the Office of Student Services. The original document is placed in the student’s file.

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

APPENDIX N: TRANSFER OF NURSING COURSE REQUEST – FORM 407B

Policy Number:	407b
Policy Name:	Transfer of Nursing Course Request
Reviewed by:	Nursing Faculty
Last Review Date:	03/22/19

Part A: Student completes and submits a separate form for each Nursing course:

TO: Department of Nursing Chair

FROM: (Student Name) _____ (ID #) _____

(Address) _____

(Telephone #) _____

(Email Address) _____

Name/location of previous nursing program: _____

REQUIRED: *Attach transcript, syllabus, course description, overview, objectives, & topical outline.*

Course #: _____ Course Name: _____

Credits: _____ Grade Received: _____ Date Completed: _____

Do you want to meet with or be present when the Department Chair/representative reviews your request?

Yes ___ No ___ If yes, please make an appointment with the chair/representative.

Part B: (For Office Use Only)

DEPARTMENT/FACULTY DECISION ON TRANSFER

The above course was considered for transfer as equivalent for UND Nursing Course # _____

Decision: Approve Disapprove Conditional Approval

Rationale/Conditions:

Signature of Department Chair: _____ Date: _____

Signature of Instructor (if appropriate): _____ Date: _____

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