



**DEPARTMENT OF NURSING**  
**STUDENT HANDBOOK**  
**GRADUATE NURSING**  
**PROGRAMS**

**2022-2023**

Updated July 2022



## **Welcome Students!**

I am 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. Your experiences with us will provide the knowledge, skills and abilities to lead the way. During your studies at the College of Nursing & Professional Disciplines you will engage with challenging courses, exceptional faculty, and wonderful mentors. And you will 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 **Graduate Programs in Nursing Student Handbook** to provide you with information about academic and general student matters that can facilitate your learning experiences and interactions in the College and at UND. Upon review of the handbooks applicable to your program, you will complete the electronic DocuSign form acknowledging you have reviewed and understand the information presented. The Office of Student services will send the electronic document acknowledging handbooks via 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

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.

Our dedicated faculty and staff are here to help you succeed in your 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!

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## OVERVIEW

Teaching is a process designed to facilitate learning within an academic environment that is student centered and supports various learning styles and diverse cultural perspectives. Students and faculty are active and responsible participants in the venture of learning and research. Faculty utilizes innovative teaching methods to guide nursing students as they acquire the knowledge, skills and ability to function independently in diverse settings.

Today, given the changing needs of local, national and global healthcare, the college currently offers Master's degrees in:

- Family Nurse Practitioner
- Psychiatric Mental Health Nurse Practitioner

The Adult Gerontological Primary Care Nurse Practitioner track is **not** accepting new applications.

The college also offers Doctor of Nursing Practice degrees in:

- Post Master's Doctor of Nursing Practice
- Post Baccalaureate DNP Degree in Nurse Anesthesia

[See APPENDIX A: FNP Master of Science in Nursing Curriculum](#)

[See APPENDIX B: PMHNP Master of Science in Nursing Curriculum](#)

[See APPENDIX C: AGPCNP Master of Science in Nursing Curriculum](#)

[See APPENDIX D: Post-Master's DNP-Advanced Practice Nursing Curriculum](#)  
(Currently not accepting applications )

[See APPENDIX E: Post-Master's DNP-Leadership Track Curriculum](#)

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## PROGRAM OUTCOMES

The University of North Dakota, College of Nursing and Professional Disciplines (CNPD), offers a graduate program leading to a Master of Science (M.S.) or a Doctor of Nursing Practice (DNP) degree with a major in Nursing. The graduate program is targeted to prepare nurse clinicians, nurse educators and nurse administrators. The focus of the graduate nursing program is based on scientific knowledge of nursing practice and education through research.

The overall objectives of the CNPD Department of Nursing, Graduate Nursing Programs, are to prepare nurses who are able to:

- Integrate knowledge from science, humanities, theory and research into evidence-based advanced nursing practice.
- Utilize knowledge of organizational and systems leadership, quality improvement, health care technologies and policy to ensure high quality patient care.
- Participate as members and leaders of inter-professional health care teams.
- Apply advanced nursing skills in order to plan, manage and coordinate culturally appropriate health care for patient populations.

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## GRADUATE NURSING PROGRAM ADMISSION REQUIREMENTS (MASTER'S)

### (POLICY 605)

Approved admission to the **Master of Science** degree program requires the following of all students:

- Completion of a baccalaureate degree or higher from an accredited nursing program.
- An undergraduate or graduate statistics course.
- A minimum GPA of at least 3.00 for the last two years of baccalaureate study (official transcripts must be submitted).
- Current U.S. unencumbered RN licensure (upload Nursys verification report in application).
- Student resides in a state in which the University of North Dakota is approved to deliver the Graduate Nursing Program
- If enrolled in a previous graduate nursing program(s), a letter of good standing from the program director is required unless a degree was conferred.
- Three letters of recommendation.
- Current resume or curriculum vitae.
- Statement of goals.
- One-year of experience as a registered nurse preferred-track specific experience is desirable.
- Satisfy the School of Graduate Studies' English Language Proficiency requirements as published in the graduate catalog.
- Interview may be required (via web, phone or in person).
- Successful passage of criminal background check and drug screen will be required upon offer of admission.
- Satisfaction of current health and immunization policy of the Department of Nursing will be required upon offer of admission.

Approved by Graduate Council R 12/14/18; R 05/15/2020; **R 09/11/2020**  
Approved by Nursing Faculty 10/24/14

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The Family Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner and Doctor of Nursing Practice tracks may require an interview as a part of the selection process.

All tracks, except for Nurse Anesthesia, prefer applicants to have one year of experience as a registered nurse. The Family Nurse Practitioner track further defines the one-year experience as a "preferably broad, community-based experience across the lifespan."

Applicants to the Department of Nursing may also be admitted as provisional, qualified, or non-degree students. See the current [UND Admissions Policies and Procedures](#) (Categories of Admission) for further information regarding these admission options.

[See APPENDIX G: Graduate Nursing Program Admission Procedure](#)

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## **POST MASTER'S DOCTOR OF NURSING PRACTICE ADMISSION REQUIREMENTS**

### **(POLICY 619)**

Completion of a master's degree or higher from an accredited program of nursing.

Current U.S. licensure unencumbered and in good standing as a Registered Nurse (upload Nursys verification report in application).

A minimum Grade Point Average of 3.0 from a previous graduate program (official transcripts must be submitted).

Three letters of recommendation.

Current resume or curriculum vitae.

Active national certification in an advance practice registered nurse (APRN) specialty.

Satisfy the School of Graduate Studies' English Language Proficiency requirements as published in the graduate catalog.

Statement of goals.

Interview may be required (via web, phone or in person).

Successful passage of criminal background check and drug screen will be required upon offer of admission.

Satisfaction of current health and immunization policy of the Department of Nursing will be required upon offer of admission.

Approved by Nursing Faculty 10/24/14

Approved by Graduate Council R 12/14/18; R 05/10/19

## **POST BACCALAUREATE DNP NURSE ANESTHESIA ADMISSION REQUIREMENTS**

### **(POLICY 619)**

Completion of a Baccalaureate degree or higher from an accredited program of nursing.

Current U.S. licensure unencumbered and in good standing as a Registered Nurse (upload Nursys verification report in application).

Minimum of one year of critical care nursing experience within the U.S., its territories or a U.S. military hospital outside of the U.S. required.

A minimum Grade Point Average of 3.0. This includes a minimum GPA of 3.0 in undergraduate science coursework.

Evidence of a completed statistics course (undergraduate or graduate).

Evidence of a completed Organic Chemistry I or upper division Biochemistry course.

Typed personal statement that is no more than two pages in length and addresses the following three areas:

- Describe why you have chosen the Nurse Anesthesia specialization.
- Describe your professional goals.
- Describe why you feel the University of North Dakota program is best suited to help you meet your professional goals.

Three letters of recommendation, preferably from a manager or supervisor, a healthcare provider or nursing faculty member. Letters should speak to applicant's ability to be successful in the DNP program, addressing items such as clinical skills, critical thinking, independent decision-making and collaborative skills with other health professionals, nursing leadership, etc.

Professional resume or curriculum vitae.

Satisfy the School of Graduate Studies' English Language Proficiency requirements as published in the graduate catalog.

Interview required.

Successful passage of criminal background check and drug screen will be required upon offer of admission.

Satisfaction of current health and immunization policy of the Department of Nursing will be required upon offer of admission.

Approved by Nursing Faculty 10/24/14  
Approved by Graduate Council R 12/14/18; **R 05/10/19**

## **DEGREE REQUIREMENTS**

It is the student's responsibility to be familiar with the requirements for a degree. The student may receive guidance from the advisor and the staff in the School of Graduate Studies. The requirements are listed in the Academic Catalog. [Degrees and Degree Requirements](#)

## **REGISTRATION**

It is strongly recommended that students consult with their advisor before registering for classes. New students are assigned an advisor at the time of admission. Only work taken as a registered graduate student may be credited toward a graduate degree. Approval of the School of Graduate Studies is required and must occur prior to the time that the class is taken. Graduate credit will not be granted retroactively.

The track/program directors of the Master of Science in Nursing and Doctor of Nursing Practice individual tracks/programs also serve as advisors to graduate students. These advisors can address issues related to degree and course requirements.

For various reasons, such as financial cancellation or noncompliance with the [Office of Student Services](#), a student may be unable to register because a "HOLD" has been placed on the student's record.

The Office of Student Services will assist the student in determining the cause of the hold; however, the student needs to exercise initiative in clearing the hold by contacting the appropriate UND office.

Students should familiarize themselves with the [Dates and Deadlines](#) posted on the Academic Calendar website for adding and dropping classes.

[See APPENDIX H: Appointment of Major Advisory Committee, Change in Major Advisor or Change in Major Advisory Committee \(Policy 609\)](#)

## **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.

## **COURSE LOAD**

A full course load for a graduate student is 9 credit hours in a semester, including summer session. A graduate student may carry no more than 15 credit hours per semester including summer session without permission of the student's advisor. Graduate Assistants must carry at least 6 credits each semester, including a summer session. ([Maximum and Minimum Academic Load](#))

## **COURSE REQUIREMENTS**

### **SYLLABI**

In each course, a course syllabus is distributed, and the content reviewed. The syllabus stipulates course policies, grading standards and academic expectations of the course. The syllabi contain class objectives, assignments and required readings. Students are expected to be self-directed in completing the required readings and coming to class prepared to participate in the class learning experiences.

### **APA REQUIREMENTS**

All written work for courses in the CNPD Department of Nursing must be submitted following the guidelines in the latest edition of the [Publication Manual of the American Psychological Association Manual](#), 7th Edition. Washington DC: American Psychological Association (2020)

### **RETENTION OF STUDENT EXAMINATION AND GRADED COURSE MATERIALS**

This record series contains records of the course work done by any student. This includes independent study grades, internship grades, term papers, homework, quizzes, tests and minor projects. The retention schedule is the current academic fiscal year plus one year.

### **PETITION REGARDING COURSE OR PROGRAM REQUIREMENTS**

The first step in resolving any difference in adherence to standard policy is to speak with the respective faculty member. Most concerns can be met that way. Sometimes there are unique requests affecting a student's performance or progression, which require a more formal approach. In those situations, the College follows the School of Graduate Studies process for resolution of petitions.

## **PROGRAM OF STUDY**

Students must submit a Program of Study for approval by the Dean of the School of Graduate Studies. The Program of Study will have been developed in consultation with the student's faculty advisory committee or major advisor. The Program of Study should be developed early in the second semester. It is the responsibility of the student to obtain the necessary signatures and submit the completed form to the Department of Nursing Office of Student Services.

The required Program of Study form is available from the School of Graduate Studies (SGS) website and can be downloaded from this address.

[School of Graduate Studies-Forms](#)

## **PRECEPTORS**

Preceptors are a vital part of the graduate nursing program. Without their expertise, time and willingness to teach, students would not be able to complete their education goals.

Students will complete 200-300 hours of direct care per semester, for a total; of approximately 600 hours during their complete clinical experience over 3 semesters (excluding the Nurse Anesthesia program).

[Roles and Responsibilities of Preceptor, Students and the UND Nursing Program.](#)

[See Appendix I: Clinical Placement and Preceptor Policy](#)

[See Appendix J: General Clinical Placement and Preceptor Procedure](#)

## **CUMULATIVE GRADE POINT AVERAGE**

A cumulative grade point average (GPA) of at least 3.00 for all work taken as a graduate student (2.75 or M. Eng.) while registered in the UND School of Graduate Studies must be maintained in order to remain in satisfactory academic standing in the School of Graduate Studies. In addition to maintaining the required GPA, satisfactory performance also includes, but is not limited to, satisfactory research performance, a satisfactory GPA in the major, satisfactory performance in examinations, such as the comprehensive examination or satisfactory performance in other specific program requirements. **Please refer to the [Graduate Student Progression \(Policy 606\)](#) for specific details.**

## **MAXIMUM PERIOD ALLOWED AND REVALIDATION OF COURSES**

Graduate courses more than seven years old are considered obsolete and may not be counted as fulfilling course requirements for an advanced degree program. Programs of study more than seven years old are also obsolete.

Obsolete UND graduate courses may be revalidated and may be counted toward an advanced degree on the recommendation of the student's Faculty Advisory Committee and with the consent of the Dean of the School of Graduate Studies. In no case will more than one-half of a program of study be accepted for revalidation. Revalidation of an obsolete graduate course can be approved only if it can be demonstrated that a student's knowledge of the subject matter is current. Oral and/or written examination on the subject matter of the course normally is required. Prior approval of the dean must be obtained for the proposed revalidation on the form titled "Revalidation of UND Graduate Course."

Graduate work from another institution, which is obsolete, may not be revalidated for a UND graduate degree. Work which was part of a completed prerequisite graduate degree program, does not become obsolete.

[Maximum Period Allowed for Graduate Programs & Course Revalidation](#)

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## **REPETITION OF COURSES**

All courses taken by graduate students for which a grade of D, F or U was received may be repeated **ONCE** for credit, with only the second grade to count in the grade point average. This option does not apply to a student who has been dismissed. Courses with grades of C or better may not be repeated without the written approval of the Dean of the School of Graduate Studies. It is up to the student to notify the School of Graduate Studies when a course has been retaken so that the grade point average can be recalculated. Courses taken as an undergraduate may not be taken again as a graduate student and used on a program of study.

## **CONTINUING ENROLLMENT**

Students who previously have registered for all the necessary credits of coursework, research, Scholarly Project (995), Independent Study (997), Thesis (998), Dissertation (999), or Capstone on their approved Program of Study, but who have not completed their independent study, thesis, dissertation or Capstone must register for Nursing 996 (Continuing Enrollment) each additional semester or summer session they are utilizing university facilities or the time of faculty (i.e. laboratories, libraries, examinations, advisement, etc.).

The number of credits should be determined by the advisor to reflect the proportion of time devoted by the student to academic study that term. Advisor verification of the appropriateness of the number of 996 credits may be required.

A master's student may enroll in two regular semesters of 6 to 9 credits of 996 and a doctoral student may enroll in four regular semesters of 6 to 9 credits of 996. A regular semester is defined as the spring or fall term.

Continuing Enrollment (996) credits will not count toward the requirements for the degree. Students may register for both regular credits and 996 credits in a given term if all other conditions have been met. Continuing Enrollment credits may be used to define a student's enrollment status, (i.e., part-time or full-time), but are not financial aid eligible. The fee for Continuing Enrollment (996) cannot be waived.

## **CHANGE OF TRACK**

Graduate nursing students who wish to apply to change the track/program under which they are admitted, must contact the director of the track/program they are currently admitted to for guidance on the process.

## **SCHOLARSHIPS**

The Department of Nursing is very fortunate to have dedicated alumni, friends and donors who support nursing students at UND.

Students apply for scholarships through the UND Financial Aid Office, following their stated procedures. Students will automatically be considered for any scholarships for which they meet criteria, including Nursing scholarships if admitted to the Nursing program.

The application period for all UND scholarships (including [Nursing Scholarships](#)) is October 1-March 1. Visit [One-Stop](#) for more information and [Scholarship Central](#) to apply.

## **HUMAN PARTICIPANTS IN RESEARCH**

All research which involves the use of humans as subjects, or which use human material, must be reviewed and approved by the Institutional Review Board (IRB) prior to the initiation of any research using

human participants, including recruitment and screening activities. Thesis/Dissertation, Independent Study and Capstone projects may require IRB approval. Various factors influence the length of time necessary to approve IRB applications, including the quality of the application, current volume of applications submitted and under review and type of review. IRB forms may be downloaded from this website: [Institutional Review Board](#)

## **SCHOOL OF GRADUATE STUDIES GRADUATE RESEARCH ACHIEVEMENT DAY**

Each year the SGS hosts the Graduate Research Achievement Day (GRAD for short), a one-day celebration of our graduate students' work over the past academic year. Graduate students, full time or part time, from all disciplines and all colleges are encouraged to apply. This can include students engaged in research, scholarship or creative works through theses, dissertations, non-thesis projects and independent studies or who conducted substantial research as part of coursework are encouraged to present their work at GRAD, no matter what point they are in their graduate program. This includes students who are on campus as well as those who are pursuing their studies online. The SGS's Research Achievement Day is usually in late February or early March.

## **PETITIONS AND APPEALS**

Students who wish to be excused from School of Graduate Studies requirements must petition the Dean of the School of Graduate Studies on a petition form available on the School of Graduate Studies Web Page. The forms require the written endorsement of the advisor, instructor (if appropriate), department chairperson or graduate program director. The student should state clearly and concisely: 1) the nature of the petition; 2) the basis for the petition, including any supporting documentation; and 3) the outcome they are seeking. Petitions should be used only in exceptional circumstances. Failure to follow policies usually does not qualify as an exceptional circumstance. Graduate students or members of the faculty may appeal decisions of the dean to the Graduate Committee. [School of Graduate Studies Petitions Forms](#)

## **GRIEVANCE AND APPEALS PROCESS**

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.

As per SGS policy, grade grievances, allegations of academic dishonesty, scientific misconduct and allegations of discrimination are subject to review by the Department of Nursing as outlined in Policies 236 and 237 as described in the Department of Nursing Student Handbook.

Grievances related to any other academic circumstance follow SGS policy printed in the Undergraduate and Graduate Academic Catalog. [Academic Grievance](#)

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## GRADUATE STUDENT PROGRESSION POLICY

### (POLICY 606)

Only students admitted in the UND graduate nursing major may enroll in a course with a NURS prefix or with written permission from the course instructor. This does not include non-degree students, who according to University policy, can take up to nine semester credits in the following courses only (should there be space available after all admitted students have enrolled): **NURS510, NURS511, NURS525, NURS565, NURS577**. Non-degree students will receive a permission number from the Office of Student Services in order to enroll in the aforementioned courses.

Students, including non-degree seeking students, must achieve a minimum grade of B (3.00) in all nursing courses and maintain a current and cumulative grade point average of 3.00 or better.

- a. A student who receives a grade "C," "D," "F," or "U" in a graduate nursing course may repeat that course only once, on a space-available basis.
- b. A student who withdraws from a graduate nursing course may repeat that course only once (with prior approval from their track/program director) on a space-available basis.
- c. The student in scenario a or b must meet with their track/program director to determine if there is space in the class and cohort. If space is not available in the ensuing academic term, the track/program director may:
  - i. place the student on a leave of absence for up to one year, or
  - ii. recommend to the dean that the student be dismissed.

Students admitted provisionally who have a course failure with a grade of C or less during the first 12 graduate credits may be dismissed from the Department of Nursing graduate programs.

Students who wish to withdraw from a course(s) should see the current University Academic Catalog policy on withdrawal procedures ([Withdrawal from the University](#)) and deadlines ([Dates and Deadlines](#)) for instituting withdrawal procedures. Students who do not formally file withdrawal forms receive "F" grades. [Office of the Registrar \(Cancellation Withdrawal\)](#)

Students who wish to take an "Incomplete" grade in a nursing course should see the current [University Academic Catalog \(Grades\)](#) University Catalog policy on incomplete grades. **NOTE:** a student who has an "I" in a pre-requisite nursing course is not permitted to take further courses in the specified course sequence. An incomplete must be requested by the student to be considered.

Students who withdraw from the program; for any reason, should contact their academic advisor and formally withdraw from each course in which they are registered through the Registrar's Office. The student must submit a letter of notification of their withdrawal to the graduate track/program director of their program. Students must also withdraw from the University. Please see *Graduate Academic Catalog* and the [Office of the Registrar \(Dropping a Course and Withdrawal Policies\)](#) on withdrawal procedures for further information.

Students must successfully complete all pre-requisites before moving into the subsequent courses.

Students must follow either the full time or part time curriculum plan for the track in which they are admitted or obtain permission from the Track/Program Director. See procedure 606a for additional information.

Students are admitted based on their location at the time of application. Students who relocate during their program of study may not be able to continue. Student must contact the Clinical Placement Manager for more information. This excludes the PhD in Nursing Program.

Approved by Graduate Council R 04/29/16, R 11/18/16; R 12/13/19;

R 05/15/2020; R 09/11/2020; **R 09/10/2021**

Approved by Nursing Faculty 04/29/16, 12/09/16

## **GRADUATE STUDENT CLINICAL FAILURE, PROBATION & REASSESSMENT**

### **(POLICY 603)**

A student may be placed on clinical probation by the Graduate Track Director for deficiencies in meeting clinical course objectives, as well as for violations of the University Code of Student Life and/or Nursing policies and procedures,

The student may be placed on probation at any point in the clinical course.

The decision to place a student on probation may include input from the graduate faculty, clinical instructor(s), and preceptors. The evaluation of the student's clinical performance is based on the professional judgment of the graduate faculty, clinical instructor(s), and/or preceptor.

The student will be evaluated during and at the completion of the probationary period. The Graduate Track Director may remove the student from probation, extend the probation period or recommend dismissal of the student from the program at any time.

The student performance plan contract may be terminated at any point by the Graduate Track Director before the probationary period is completed due to student clinical behaviors that threaten patient safety and well-being or violate professional standards. The procedure to dismiss the student from the program will then be initiated.

The student that does not successfully complete the performance plan contract will receive a grade of "U" for the clinical course.

Decisions made by the Graduate Track Director will be based on student performance during probation, past performance in the academic program, results of probationary meetings, and all student data relative to their graduate clinical performance.

A student may be placed on clinical probation only once during the program. If a student is determined to require a second clinical probation, the student will be dismissed from the program.

Approved by Nursing Graduate Council 04/29/16; R 02/14/2020; **08/20/2021**

Approved by Nursing Faculty 04/29/16

[See APPENDIX K: Graduate Student Clinical Failure, Probation and Reassessment Procedure](#)

## **GRADUATE STUDENT DISMISSAL PROCEDURE**

### **(PROCEDURE 606a)**

As noted in policy 606, graduate students must earn a minimum of a "B" or better in graduate courses.

The recommendation to dismiss a student can be made by the graduate chair and/or the track/program director. The final decision to dismiss a student can only be made by the dean. Dismissal may result in any of the following situations following admission to the graduate nursing program:

- a. Receipt of a "C," "D" "F" or "U" in any two graduate courses.
- b. Upon recommendation of the track/program director in the event a student receives a grade of "C," "D," "F," or "U" in a graduate course, or withdraws from a graduate course without prior approval from track/program director, and space is not available to repeat the course in the ensuing academic term (see Repeating Courses).
- c. Failure to achieve a minimum of a "B" when repeating a graduate course.

- d. Withdrawing from any graduate course without prior approval from their track/program director.
- e. Two graduate course withdrawals following admission.
- f. Withdrawing from one graduate course and/or receiving a “C,” “D,” “F,” or “U” in the same course or another graduate course.
- g. Withdrawal from all graduate courses during a semester without an approved leave of absence.
- h. Failure to meet progression standards of 3.00 overall GPA.
- i. In the case of provisionally admitted students, receipt of a “C,” “D” “F” or “U” during the first 12 graduate credits.
- j. Failure to return from a Leave of Absence at the approved date or to follow the LOA policy (615).
- k. Failure to follow the progression plan and not have an approved Leave of Absence in place.
- l. Revocation or suspension of a required license or unexcused ineligibility to participate in practicum.
- m. Failure to disclose to the graduate chair or track/program director any adverse action taken by a granting or disciplinary body on a required license.
- n. Failure to disclose to the graduate chair or track/program director a complaint to, or an investigation undertaken by, a granting or disciplinary body that, if found to be meritorious, would be more likely than not to result in a suspension or revocation of a required license. Provided, such disclosures shall be made in confidence and alone shall not in any event constitute separate grounds for dismissal.
- o. Engaging in behavior that is unprofessional or manifestly unsafe to the mental, emotional, or physical welfare of clients, staff, or others.
- p. Failure to be compliant with the Verification Policy.
- q. Refusal or failure of a drug screen.
- r. Failure to participate in orientation and PhD intensives. A waiver may be issued for medical reasons if approved by the track/program director in advance for any verifiable medical reasons.
- s. Relocation to a different state after admission without prior approval from the graduate nursing chair (excludes PhD in Nursing program).

A recommendation to dismiss a student for a course related issue may be made by the graduate chair only after a reasonable attempt to resolve the issue has been made.

A decision by the dean to dismiss a student from the Nursing Program is final.

Approved by Graduate Council: R 05/15/2020; R 09/11/2020; **R 09/10/2021**  
 Reviewed by Nursing Faculty: 5/3/19; Approved and Converted to Procedure by Graduate Council: 4/12/19  
 Reviewed by Legal Counsel 4/25/16; Approved by Graduate Council 4/29/16

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## GRADUATE STUDENT LEAVE OF ABSENCE POLICY

### (POLICY 615)

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

Students **who have been admitted into a graduate nursing track and have successfully completed at least one semester of courses** in the College of Nursing and Professional Disciplines (CNPDP) may request a Leave of Absence (LOA) during their program of study for a maximum of 12 months or to be determined per graduate track/program director.

Students must first meet with their track/program director, and complete the [Graduate Readmission or Leave of Absence Form](#), which may be obtained from the School of Graduate Studies website or the CNPDP Office of Student Services. The completed form is then submitted to the graduate nursing chair. Academic standing, supporting documentation, clinical placement and course availability 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.

Students who have been granted an LOA from the CNPDP Department of Nursing under the provisions of this policy may re-enter the CNPDP Department of Nursing according to the terms of their LOA subject to availability of space in required courses and clinical placement at the time of re-entry on a first come/first serve basis according to date of final signature.

If a student does not plan to register for that particular semester, application for an LOA must be submitted by the "Last Day to Add a Full-Term Course." If the need 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.

Students are required to notify the graduate nursing chair **at least 8 weeks** prior to the start of classes if she/he will be returning in order to obtain a place in the appropriate class(es).

In unusual circumstances, students may petition for consideration of an extended LOA.

Students who do not return to graduate nursing courses at the time designated on the LOA form; students without an LOA who withdraw from all nursing courses and/or support courses in which they are currently enrolled; or students who do not register in the next consecutive semester in which they would normally be enrolled; may be dismissed from the CNPDP Department of Nursing.

Students who have been dismissed under the provisions of this policy and wish to re-enter **must submit an application for readmission** to the CNPDP Department of Nursing. Such applications are subject to all required pre-requisites and will be considered with the total applicant pool for that year.

University policy permits readmission of students to the University of North Dakota. However, readmission to the University does not guarantee readmission to the CNPDP Department of Nursing. If a student uses the LOA form from the CNPDP Department of Nursing in conjunction with the University of North Dakota Withdrawal Form, the CNPDP Department of Nursing will abide by any restrictions regarding readmission as established by the Dean of Students Office.

Approved by Graduate Council R 04/29/16; R 09/11/2020; **R 09/10/2021**  
Approved by Nursing Faculty 04/29/16

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# APPENDICES

## **APPENDIX A: FNP MASTER OF SCIENCE IN NURSING CURRICULUM**

<b>YEAR ONE (student enters at first or second set of courses depending on entry term)</b>		
<b>Semester 1 or 2 (6 Credits)</b>		
NURS 500	Theories and Concepts in Nursing	3 credits (7 week course)
NURS 502	Evidence for Practice	3 credits (7 week course)
<b>Semester 2 or 1 (5 Credits)</b>		
NURS 523	Health Promotion	3 credits (7 week course)
NURS 526	Ethical, Legal and Health Policy Issues in Healthcare	2 credits (7 week course)
<b>Semester 3 (8 Credits)</b>		
NURS 553	Role Development of the Nurse Practitioner	2 credits (7 week course)
NURS 532	Family Nursing	3 credits (7 week course)
NURS 522	Advanced Pathophysiology	3 credits (14 week course)
<b>YEAR TWO</b>		
<b>Semester 4 (5 Credits)</b>		
NURS 505	Advanced Pharmacology	3 credits (7 week course)
NURS 544	Pharmacotherapeutics	2 credits (7 week course)
<b>Semester 5 (5 Credits)</b>		
NURS 585	Advanced Health Assessment	3 credits (7 week course)
NURS 559	Maternal and Child Health	2 credits (7 week course)
<b>Semester 6 (7 Credits)</b>		
NURS 534	Management of Health Conditions I	3 credits (14 week course)
NURS 597	Advanced Clinical Practicum FNP (200 hours)	4 credits (14 week course)
<b>YEAR THREE</b>		
<b>Semester 7 (7 Credits)</b>		
NURS 540	Management of Health Conditions II	3 credits (14 week course)
NURS 597	Advanced Clinical Practicum FNP (200 hours)	4 credits (14 week course)
<b>Semester 8 (6 Credits)</b>		
NURS 997	Independent Study	2 credits (14 week course)
NURS 597	Advanced Clinical Practicum FNP (200 hours)	4 credits (14 week course)
<b>TOTAL CREDITS: 49</b>		

## **APPENDIX B: PMHNP MASTER OF SCIENCE IN NURSING CURRICULUM**

<b>YEAR ONE (student enters at first or second set of courses depending on entry term)</b>		
<b>Semester 1 or 2 (6 Credits)</b>		
NURS 500	Theories and Concepts in Nursing	3 credits (7 week course)
NURS 502	Evidence for Practice	3 credits (7 week course)
<b>Semester 2 or 1 (5 Credits)</b>		
NURS 523	Health Promotion	3 credits (7 week course)
NURS 526	Ethical, Legal and Health Policy Issues in Healthcare	2 credits (7 week course)
<b>Semester 3 (7 Credits)</b>		
NURS 553	Role Development of the Nurse Practitioner	2 credits (7 week course)
NURS 538	Psych Diagnostic Reasoning	2 credits (7 week course)
NURS 522	Advanced Pathophysiology	3 credits (14 week course)
<b>YEAR TWO</b>		
<b>Semester 4 (5 Credits)</b>		
NURS 505	Advanced Pharmacology	3 credits (7 week course)
NURS 564	Psychopharmacology	2 credits (7 week course)
<b>Semester 5 (8 Credits)</b>		
NURS 585	Advanced Health Assessment	3 credits (7 week course)
NURS 583	Individual Therapy	3 credits (7 week course)
NURS 584	Group and Family Therapies	3 credits (7 week course)
<b>Semester 6 (6 credits)</b>		
NURS 588	Management of Psychopathology I	2 credits (14 week course)
NURS 598	Advanced Clinical Practicum PNHNP(200 hours)	4 credits (14 week course)
<b>YEAR THREE</b>		
<b>Semester 7 (6 Credits)</b>		
NURS 589	Management of Psychopathology II	2 credits (14 week course)
NURS 598	Advanced Clinical Practicum PMHNP (200 hours)	4 credits (14 week course)
<b>Semester 8 (6 Credits)</b>		
NURS 997	Independent Study	2 credits (14 week course)
NURS 598	Advanced Clinical Practicum PMHNP(200 hours)	4 credits (14 week course)
<b>TOTAL CREDITS: 49</b>		

## **APPENDIX C: AGPCNP MASTER OF SCIENCE IN NURSING CURRICULUM**

<b>YEAR ONE (student enters at first or second set of courses depending on entry term)</b>		
<b>Semester 1 or 2 (6 Credits)</b>		
NURS 500	Theories and Concepts in Nursing	3 credits (7 week course)
NURS 502	Evidence for Practice	3 credits (7 week course)
<b>Semester 2 or 1 (5 Credits)</b>		
NURS 523	Health Promotion	3 credits (7 week course)
NURS 526	Ethical, Legal and Health Policy Issues in Healthcare	2 credits (7 week course)
<b>Semester 3 (5 Credits)</b>		
NURS 553	Role Development of the Nurse Practitioner	2 credits (7 week course)
NURS 522	Advanced Pathophysiology	3 credits (14 week course)
<b>Semester 4 (5 Credits)</b>		
NURS 505	Advanced Pharmacology	3 credits (7 week course)
NURS 544	Pharmacotherapeutics	2 credits (7 week course)
<b>Semester 5 (6 Credits)</b>		
NURS 585	Advanced Health Assessment	3 credits (7 week course)
NURS 545	Care of the Frail Older Adult	3 credits (7 week course)
<b>Semester 6 (7 credits)</b>		
NURS 541	Illness Management Adult-Gerontology I	3credits (14 week course)
NURS 596	Advanced Clinical Practicum AGPCNP(200 hours)	4 credits (14 week course)
<b>YEAR THREE</b>		
<b>Semester 7 (7 Credits)</b>		
NURS 543	Illness Management Adult-Gerontology II	2 credits (14 week course)
NURS 596	Advanced Clinical Practicum AGPCNP (200 hours)	4 credits (14 week course)
<b>Semester 8 (6 Credits)</b>		
NURS 997	Independent Study	2 credits (14 week course)
NURS 596	Advanced Clinical Practicum AGPCNP(200 hours)	4 credits (14 week course)
<b>TOTAL CREDITS: 47</b>		

## **APPENDIX D: POST-MASTER'S DNP-ADVANCED PRACTICE NURSING CURRICULUM**

***Not currently accepting applications***

<b>YEAR ONE</b>		
<b>Semester 1 (9 credits)</b>		
PSYC 541	Advanced Univariate Statistics	3 credits
NURS 600	Integrated DNP Core Concepts	3 credits
NURS 602	Evidence Based Research I	3 credits
<b>Semester 2 (6 credits)</b>		
NURS 601	Integrated DNP Core Concepts II	3 credits
NURS 603	Evidence Based Research II	3 credits
<b>Semester 3 (8 credits)</b>		
NURS 604	Health Informatics	3 credits
NURS 605	Health Policy	2 credits
NURS 606	DNP Systems Focused Practice I	2 credits
NURS 609	DNP Project Teams	1 credit
<b>YEAR TWO</b>		
<b>Semester 4 (8 credits)</b>		
NURS 607	DNP Systems Focused Practice II	3 credits
NURS 608	Healthcare Economics, Finance and	3 credits
NURS 609	DNP Project Teams	2 credits
<b>Semester 5 (5 credits)</b>		
NURS 610	DNP Capstone	2 credits
NURS 609	DNP Project Teams	3 credits
<b>Total Credits: 36</b>		

## **APPENDIX E: POST-MASTERS DNP-LEADERSHIP TRACK CURRICULUM**

<b>YEAR ONE</b>		
<b>Semester 1 (9 Credits)</b>		
PSYC 541	Advanced Univariate Statistics	3 credits
NURS 612	Integrated Leadership DNP Core Concepts I	3 credits
NURS 602	Evidence Based Research I	3 credits
<b>Semester 2 (8 Credits)</b>		
NURS 603	Evidence Based Research II	3 credits
NURS 605	Health Policy	2 credits
NURS 613	Integrated Leadership DNP Core Concepts II	3 credits
<b>Semester 3 (7 Credits)</b>		
NURS 604	Health Informatics	3 credits
NURS 509	Foundations for Nurse Education	3 credits
NURS 609	DNP Project Teams*	1 credit (variable)
<b>YEAR TWO</b>		
<b>Semester 4 (8 Credits)</b>		
NURS 614	Culture of Safety and Ethics	3 credits
NURS 608	Healthcare Economics, Finance and Leadership	3 credits
NURS 609	DNP Project Teams*	2 credits (variable)
<b>Semester 5 (5 Credits)</b>		
NURS 610	DNP Capstone	2 credits
NURS 609	DNP Project Teams*	3 credits (variable)
<b>Total Credits: 37</b>		

## **APPENDIX F: NURSE ANESTHESIA DNP CURRICULUM**

<b>YEAR 1</b>		
<b>Fall Semester (12 Credits)</b>		
NURS 505	Advanced Pharmacology	3 credits
NURS 510	Advanced Physiology/Pathophysiology I	3 credits
NURS 515	Basic Principles of Anesthesia Practice	3 credits
NURS 612	Integrated DNP Core Concepts	3 credits
<b>Spring Semester (12 Credits)</b>		
NURS 511	Advanced Physiology/Pathophysiology II	3 credits
NURS 516	Basic Principles of Anesthesia Practice	3 credits
NURS 518	Pharmacotherapeutics for Nurse Anesthesia	2 credits
NURS 524	Anatomy for Nurse Anesthetist	1 credit
NURS 551	Advanced Health Assessment for Nurse Anesthetists	3 credits
<b>Summer Semester (10 credits)</b>		
NURS 528	Advanced Principles of Anesthesia Practice	4 credits
NURS 604	Health Informatics	3 credits
PSYCH 541	Advanced Univariate Statistics	3 credits
<b>YEAR 2</b>		
<b>Fall Semester (11 Credits)</b>		
NURS 529	Advanced Principles of Anesthesia Practice	6 credits
NURS 602	Evidence Based Research I	3 credits
NURS 605	Health Policy	2 credits
<b>Spring Semester (13 Credits)</b>		
NURS 542	Professional Aspects of Nurse Anesthesia Practice	4 credits
NURS 560	Clinical Anesthesia Practicum I	6 credits
NURS 603	Evidenced Based Research I	3 credits
<b>Summer Semester (6 Credits)</b>		
NURS 561	Clinical Anesthesia Practicum II	4 credits
NURS 609	DNP Project Teams	2 credits
<b>YEAR 3</b>		
<b>Fall Semester (10 Credits)</b>		
NURS 562	Clinical Anesthesia Practicum III	5 credits
NURS 609	DNP Project Teams	2 credits
NURS 608	Health Economics, Finance and Leadership	3 credits
<b>Spring Semester (10 Credits)</b>		
NURS 610	DNP Capstone	2 credits
NURS 609	DNP Projects Teams	2 credits
NURS 563	Clinical Anesthesia Practicum IV	6 credits
<b>Summer Semester (6 Credits)</b>		
NURS 508	Nurse Anesthesia Review Course	1 credit
NURS 576	Clinical Anesthesia Practicum V	5 credits
<b>Total Credit Hours : 90 credit Hours</b>		
<b>Estimated Clinical Hours: 2780 Hours</b>		
<i>Updated 02/25/2021</i>		
<b>SUBJECT TO CHANGE</b>		

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## **APPENDIX G: GRADUATE PROGRAM ADMISSION PROCEDURE**

### **(PROCEDURE 605a)**

Applicants submit their completed application for admission to UND Admissions, requesting admission for degree-seeking or non-degree seeking status.

UND Admissions sends notification of a completed application to the track/program directors for preliminary approval of admission.

For students seeking admission to graduate tracks for which there is no formal interview process:

- The Department of Nursing Graduate Program track/program directors review the completed applications to determine whether the applicant meets the admission criteria.
- The track/program director records the recommended admission status and the name of the advisor (if applicable) in the application system.

For students seeking admission to graduate tracks for which there is a formal interview process:

- The track/program directors and administrative assistants arrange for selected applicants to be invited for interviews.
- Following the formal interviews, the track/program director records the recommended admission status and the name of the advisor (if applicable) in the applications system.

Track/program directors may also keep a record of applicants who will be placed on an alternative admission status.

Approved by Nursing Graduate Council **R 2/14/20**  
Approved by Nursing Faculty 10/24/14

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## **APPENDIX H: APPOINTMENT OF FACULTY ADVISORY COMMITTEE, CHANGE IN FACULTY ADVISOR OR CHANGE IN FACULTY ADVISORY COMMITTEE**

### **(POLICY 609)**

All graduate students are assigned a permanent advisor upon admission to a nursing graduate track. PhD students will be assigned a temporary advisor until a permanent advisor is chosen.

In the event that the student determines the need for a change in Faculty Advisor or member(s) of the Faculty Advisory Committee, it is the student's responsibility to communicate the basis for the change to all parties involved.

The rationale for communication of Faculty Advisory Committee change is that each member agrees to serve on a committee with a clear understanding of the unique contributions they are expected to provide. Change in committee membership requires reclarification of the contributions of all committee members that result from the change in committee configuration, as well as the appropriate School of Graduate Studies form.

The final oral defense of the thesis, project, dissertation or final submission of the independent study will not be held until at least 28 school days after the effective date of any advisor or committee changes.

Approved by Nursing Graduate Council **R 02/14/2020**  
Approved by Nursing Faculty 10/24/14

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## **APPENDIX I: CLINICAL PLACEMENT AND PRECEPTOR POLICY**

### **(POLICY 620)**

1. UND College of Nursing and Professional Disciplines (CNPD) has a Clinical Placement Coordinator (CPC) and staff who will coordinate approval of clinical placements for graduate clinical courses (FNP, AGNP, PMHNP, Nurse ED, DNP and other courses as applicable) with support from the Track Director, and Clinical Faculty.
2. Clinical placements are made based on State board of Nursing regulations, CCNE accreditation, AACN essentials, NONPF competencies, program outcomes, and clinical course learning objectives.
3. All clinical agencies and preceptors must be approved by the program and fit the requirements of the program prior to a student beginning clinical rotations at the agency. All clinical agencies are evaluated to ensure they will provide an effective learning environment and an opportunity for the student to achieve course learning objectives.
4. Preceptors may be MDs, DOs, PAs, NPs and CNSs with clinical expertise that is acceptable to the program and at least one year of clinical practice experience at a minimum.
5. The CNPD has several affiliation agreements with clinical agencies around the region and in several states.
  - a. An affiliation agreement must be in place with the clinical agency where a student is planning to complete clinical rotations prior to starting clinical hours.
6. Clinical placements are contingent upon availability at various clinical agencies and geographical areas. Specific preceptors, locations and distances from a student's home cannot be guaranteed. It is the intent of CNPD to place students near their home areas when possible; however, the availability of clinical placements varies where this may not always be feasible. The priority of the program is to allow students to meet program expectations, achieve course objectives, and acquire the clinical competencies needed for clinical practice.
  - a. Students provide the CPC with information for planning clinical placements. Timely student responses with the CPC are a priority for completing the clinical site approval process in advance of clinical courses. Students are expected to respond within 72 hours or as requested per communication.
  - b. Flexibility is expected as clinical placements may require relocation (at the student's expense) and adaptability. If no appropriate clinical placements are available in the student's geographic location, the student may be required to travel to another geographic location where an approved affiliated clinical site is available, which may include traveling to another state. Students should be prepared to travel for approved clinical placements that are near the student's geographic location.
  - c. State authorization requirements can affect some out of state clinical placements, and this can affect clinical site approval in a geographic area.
  - d. The CPC, track director, and clinical faculty will stay informed about state and/or facility authorizations, issues and specific learning requests that affect clinical placement

7. If for some reason a student declines or refuses an approved clinical placement identified by the CPC, the student will need to find their own clinical placement.
  - a. Students who decline an approved clinical placement will sign a “Clinical Declination of Assigned Clinical Placement Form” confirming that he/she is declining the placement and understands that this decision may extend his/her program of study at CNPD.
  - b. Student clinical placements are allocated in advance, it is much harder to change a clinical placement once allocated to a student.
  - c. It is each student’s responsibility to coordinate all external activities, including work schedules, social events, and family needs, well in advance of the semester to meet the needs of the clinical site and preceptor availability.
  - d. In the event of needing to relocate a student’s clinical experiences to another clinical agency, the relocation can result in extension of the program completion date.
  - e. Failing to complete onboarding/orientation by the requested deadline will result in dismissal from that placement which may result in failure of clinical course and dismissal of that placement.
  - f. Failing to contact a preceptor in a timely manner to set up clinical schedule can result in losing that placement and may result in failure of clinical course.
8. A perceived clinical placement conflict after starting a clinical placement may be addressed by the student completing a “Petition for Change of Clinical Placement Form” and sending it to the student’s track director for review.
  - a. This is a review process; it is not meant to imply that a change will be made in the assigned placement. Requests to change placement WILL ONLY BE considered in extenuating circumstances and cannot be guaranteed. A request to change clinical placement does not guarantee that it can be made.
  - b. Personal preference, financial hardship, or last-minute changes will not be acceptable reasons for requesting change in clinical placement. Only if there are new extenuating circumstances identified will a change in clinical placement be considered. (e.g., changes in your health requiring reasonable adjustments, significant personal issues such as bereavement)
9. The CNPD is not responsible for guaranteeing a clinical site placement if a student changes residency, geographic location or is unable to travel to participate with an approved clinical placement without sufficient prior notice to the CPC.
  - a. If a student moves to a different state, not all states allow students to complete clinical practicum within their state when a student attends an out of state school.
  - b. To avoid delays in completing clinical courses, students may need to complete the approved assigned clinical placement arranged by the CPC.

Approved by Graduate Council: **11/08/19**

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## **APPENDIX J: GENERAL CLINICAL PLACEMENT & PRECEPTOR PROCEDURE**

### **(PROCEDURE 620a)**

#### General Review of Information

- a. Students review the Preceptor Handbook specific to their program on the Preceptor Portal, Graduate student Handbook for their degree, and materials specific to the 597 clinical courses.
- b. Clinical placement decisions will solely be at the discretion of CNPD, and appropriateness to meet the student learning needs and clinical course objectives. Students are not permitted to start clinical at an agency until the clinical agency approval process is complete.
- c. The Clinical Placement Coordinator (CPC) in collaboration with the Track Director and clinical faculty will coordinate the clinical placement and preceptor approval process which includes the following:
  - i. Approval of a clinical placement is dependent on a finalized affiliation agreement between the clinical agency and CNPD.
  - ii. Approval of preceptor to meet qualifications.
  - iii. Approval of the clinical placement to provide a learning environment that will meet student clinical course objectives and program outcomes.

#### Clinical Placement Survey

- a. Students will collaborate with the CPC to complete a clinical placement survey 7 semesters prior to the start of clinical. The survey will ask for information such as a list of potential clinical placements or preceptors from a student's local state of residence (the survey content is edited by the CPC each semester). Any late submissions of recommendations for clinical placement or preceptors for the survey or lack of communication with the CPC can delay the start of clinical rotations.

#### Contact and Approval of Agency/Site

- a. The CPC will evaluate clinical placement or preceptor recommendations from students and make the initial agency contact for obtaining approval for a student to complete clinical at the agency.
  - i. Once the initial contact is made, the individual clinical agency determines if they can accommodate a student for a clinical placement and will identify a preceptor.
  - ii. Not all clinical or preceptor recommendations from students are guaranteed to work out, as the clinical agency approval is dependent on the individual clinical agency availability to take a student for a clinical placement.
    - 1) Students may not get to choose who they want for their preceptor at the agency.
    - 2) All clinical placements depend on capacity, suitability, and professional organization requirements in order to accommodate a student for clinical placement. It is not uncommon for students to be turned down for placement.
    - 3) There is no guarantee that a student can complete a clinical placement at an agency where they are currently employed.

- iii. Students should be prepared to travel to approved clinical placements that are near the students' geographic locations, some driving may be required to reach the approved clinical placement locations.
- iv. A student may submit a "Preceptor Intent Form" for any Preceptor that has committed to precept a student in advance. A student can communicate this information to the CPC by completing this form.
  - 1) If a student has submitted a "Preceptor Intent Form" to the CPC, the CPC will follow up with the agency and begin the approval process.
  - 2) There is no guarantee a "Preceptor Intent Form" will be approved, as the clinical agency will need to approve the clinical placement before a student can be placed at the agency, even if the preceptor has agreed to precept the student.
- v. Clinical placements will be approved by the CPC for the minimum number of clinical hours required in the clinical courses.
  - 1) Any student who chooses to complete additional clinical hours over the minimum number of required hours in a semester, may complete them at the discretion of their current preceptor and clinical instructor.
  - 2) The CPC will not find additional clinical placements for clinical hours over the minimum required clinical hours for the course.
- vi. Students should respond to all communications from the CPC in a timely manner to avoid delay to the start of clinical rotations.
- vii. All students are expected to follow through on requests related to clinical agency placement from the CPC (interview, onboarding requirements, resume).
  - 1) Some requests can occur prior to the start of clinical rotations.
  - 2) Delayed response by students, may delay the start of clinical, or could result in the clinical placement not being approved by the agency.

### Process for affiliation agreements

- a. Prior to placing a student in any clinical placement, a signed affiliation agreement must be approved.
  - i. Currently, the CNPD has affiliation agreements with multiple clinical agencies across the region and in many states. Approved clinical placements with affiliation agreements in place may be a priority over an agency that does not already have an affiliation agreement with CNPD.
  - ii. The CPC will determine whether an active affiliation agreement is in place with the CNPD prior to placing a student in any clinical agency.
- b. The CPC will evaluate all **new** clinical agencies that do not have affiliation agreements with the CNPD to start the clinical agency approval process and obtain an affiliation agreement.
  - i. Sufficient time must be allotted to process a new clinical placement if the CNPD does not already have an affiliation agreement on file with the clinical agency.

- ii. If there is not an active affiliation agreement in place, the CPC will initiate the process of obtaining an affiliation agreement that is approved by the UND legal department.
- iii. If the agency declines to use the standard UND affiliation agreement and requests to use their own agreement or make changes to the language of the UND agreement, the agreement will be reviewed and approved by the UND legal department prior to it being signed.
- iv. For some agencies, it may take several months to have an affiliation agreement approved by both the University and the clinical agency.
- v. Some affiliation agreements may not be approved. If this occurs, another clinical agency will need to be found for clinical placement.
- vi. In the event that no appropriate clinical placements are available in the student's geographic location, the student may be expected to complete clinical placement at a clinical agency that has an affiliation agreement with CNPD. This may require relocation (at the student's expense), completing clinical rotations in another state clinical agency that has an affiliation agreement with CNPD, or travel to a clinical placement that is within the geographic location.

#### Verifications prior to the start of clinical (Policy #247)

- a. Students will be reminded to complete CNPD verifications according to policy #247 prior to the start of clinical. (Policy 247-Page 37 in Department of Nursing Handbook)
- b. Students will not be able to begin their clinical rotations until all verifications have been submitted and approved by the Office of Student Services (OSS).
- c. Any student who fails to complete, submit and allow review of required verification documentation by the specified due dates will be held from attending clinical and didactic courses until the verification requirements are completed.

#### Onboarding prior to the start of clinical (Agency requirements)

- a. Prior to beginning any clinical rotation, each clinical placement may have additional onboarding requirements that will be the responsibility of the student to comply with before beginning the clinical experiences. (e.g., additional criminal background checks, fingerprinting, drug screen, immunizations, interview, resume/CV or additional documents) The CPC will provide information on an individual basis with each student as needed and will ask students to upload this additional documentation to Typhon prior to starting clinical.
- b. Evidence that onboarding requirements were met must be submitted and approved by the CPC prior to the start of any clinical rotation.
  - i. Students will not begin clinical rotations until documents are approved by the CPC. Students will communicate with the CPC prior to starting clinical to verify that onboarding requirements for the agency have been completed.
  - ii. The CPC will confirm that all required paperwork has been submitted, is complete and free of potential issues.
- c. Students failing to submit any required documentation by the due date will need to meet with their Track Director.

- d. Any student who fails to complete, submit and allow review of required onboarding documentation by the specified due dates will be held from attending clinical until the requirements are completed. This may delay the start of clinical rotations.

#### Final communication of approval of clinical placement/preceptor

- a. The CPC in collaboration with the Track Director and clinical faculty will coordinate the clinical placement and preceptor approval process.
  - i. Students are not permitted to start clinical at an agency until the clinical agency approval process and preceptor approval is complete.
  - ii. Each student will be notified about their clinical placement, including contact information, by the CPC prior to the start of their clinical course.
  - iii. Each student is required to complete the Preceptor Agreement form at least 2 weeks prior to beginning their hours.
- b. The Preceptor Agreement form is uploaded to Typhon by the student.
- c. A Track Director or clinical faculty will finalize the approval process by confirming in Typhon with the statement "Preceptor Credential Verified and Approved."
- d. Students may begin their clinical experiences after approval is confirmed in Typhon.
- e. Any student who begins clinical rotations without an approved preceptor will be held from clinical.

#### Preceptor not approved from Preceptor Intent form

- a. If the preceptor or clinical placement is not approved, a new search for clinical placement will begin.
  - i. Recommendations will be sent to the CPC. If the student is unable to find an appropriate preceptor, or clinical agency the student is expected to contact the CPC and Track Director to determine an appropriate course of action.
- b. The CPC, Track Director and the student will work together to find the best solution for clinical placement.
- c. This could cause a delay to the start of clinical.
- d. In the event that no appropriate clinical placements are available in the student's geographic location, the student may be required to complete clinical placement at a clinical agency that has an affiliation agreement with CNPD. This may require relocation (at the student's expense) or completing clinical rotations in another state at an agency that has an affiliation agreement with CNPD. Students should be prepared to travel for approved clinical placements that are near the student's geographic location.

#### Student relocation

- a. Notify the CPC as soon as possible if you are *planning to leave the geographic location* indicated for clinical placement.
- b. The student must provide the CPC any change of address, contact information, or change in licensure. (This includes moving or changing geographical locations after informing the CPC about potential clinical placements from your previous residence.)

- i. If a clinical placement is already arranged for the student, the CNPD is not responsible for guaranteeing a clinical placement if a student changes residency, geographic location or is unable to travel to participate in the assigned clinical placement.
- ii. Not all states allow students to complete clinical practicum in that state. For more information, please access the following link from the State Authorization Reciprocity Agreement (SARA): <http://nc-sara.org/>. Students should contact the state board of nursing in the state where they are moving or where they live for clarification. Please contact the CPC for information about whether CNPD has access for clinical placement.
- iii. If a student anticipates any changed circumstances for geographic location of a clinical placement, the student must inform the CPC and Track Director as soon as possible.

### Student contact with clinical agencies about clinical placement

- a. Some clinical agencies have requested that only the CPC contact the agency via the agencies' designated clinical placement personnel. Do not contact preceptors at these specific clinical agencies. There is a list of clinical agencies that do not want students to call available each semester from the CPC
- b. Direct contact of preceptors or any clinical agency on the "Do not Call" list by a student may jeopardize the working relationship between the agency and the CNPD and could result in disqualification of the student for that placement.
- c. If you are unsure about a clinical agency, email the CPC for guidance.
- d. If a student knows a professional colleague or community contact who may be willing to precept, they should contact the CPC with the information or complete the "Preceptor Intent Form"
- e. Students must respect the request of the clinical agency and avoid directly approaching the clinician (potential preceptor) or the clinical placement personnel. Do not contact potential preceptors that you do not know or call a clinical agency to solicit preceptors (e.g., "cold-calling").

### Declining clinical placement

- a. The CPC will assist each student with finding a clinical placement. If for some reason a student declines or refuses the approved assigned clinical placement, the student will need to find their own clinical placement. Students who decline a clinical placement identified by the CPC will be required to sign the "Clinical Declination of Assigned Clinical Placement Form" confirming that he/she is declining the placement and understands that this decision may extend his/her program of study here at CNPD. Student clinical placements are allocated in advance, as it is much harder to change a clinical placement once allocated to a student.
- b. It is each student's responsibility to coordinate all external activities, including work schedules, social events, and family needs, well in advance of the semester to meet the needs of the clinical placement and preceptor availability.
- c. In the event of needing to relocate a student's clinical experiences to another clinical agency, the relocation may result in extension of the program for the student.

## Change of clinical placement

- a. A perceived clinical placement conflict after starting a clinical placement may be addressed by the student by completing a “Petition for Change of Clinical Placement Form” and sending it to the Track Director to review for appropriateness. A request to change clinical placement does not guarantee that it can be made.
- b. Requests to change placement **WILL ONLY BE** considered in extenuating circumstances and cannot be guaranteed.
  - i. Try not to pre-judge the quality or relevance of a placement based on hearsay or opinions of other students. What students get out of a placement learning experience depends on ‘what he/she puts into the learning and is very individual.
  - ii. Personal preference is not considered a valid reason to request a change in placement. All clinical placement allocated are deemed relevant and will offer appropriate learning opportunities.
  - iii. Financial hardship is not considered a valid reason for requesting a change in placement. Please prepare ahead of time to find a balance with work and school commitments prior to the start of your clinical placement.
  - iv. It will NOT be acceptable to make changes last minute unless there are new extenuating circumstances identified. (e.g., changes in your health requiring reasonable adjustments, significant personal issues such as bereavement)
  - v. Track directors will try to resolve the conflict, if possible, to avoid reassigning students to a different clinical placement.
  - vi. If conflict cannot resolve, the petition will be forwarded to the CPC for consideration of an alternative clinical placement for the student.
  - vii. Alternative clinical placement for the student could result in extending his/her program of study at CNPD.

Reviewed by Nursing Graduate Council **02/14/2020**

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## **APPENDIX K: CLINICAL FAILURE, PROBATION & REASSESSMENT PROCEDURE**

### **(PROCEDURE 603a)**

The student will be notified verbally of the probation and the reason(s) for the probation.

Within five working days of verbal notification of probation the student will be sent the *Notification of Clinical Probation Form*.

A meeting will be held within seven working days with the student, Graduate Track Director and faculty upon notification of clinical probation. The student is expected to participate in the meeting and will be given an opportunity to present oral and written materials.

If a decision is made to place the student on probation a student performance plan contract will be developed to include a probationary period, required activities, schedules for activities, and criteria for removal from probation and deadline for completion.

The student will be evaluated during and at the completion of the probationary period using the *Clinical Probation Reassessment Form*.

All documentation will be placed in the student's academic folder in the Office of Student Services at the College of Nursing and Professional Disciplines.

These are academic proceedings and legal representation is not allowed during these proceedings.

Reviewed by Graduate Council 04/29/16; **R 08/20/2021**

Approved by Nursing Faculty **04/29/16**

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