



**DEPARTMENT OF NURSING  
STUDENT HANDBOOK**

**UNDERGRADUATE  
NURSING PROGRAMS**

**2024-2025**

Updated May 2024



We are pleased to welcome all incoming and returning BSN students to the College of Nursing and Professional Disciplines (CNPD) at the University of North Dakota (UND). Congratulations on building your professional nursing career with us. Your experiences at UND will provide opportunities for you to build the knowledge, skills, and abilities to provide quality health care in the state of North Dakota and beyond. During your studies in the CNPD, you will engage with challenging courses, exceptional faculty, and inspiring mentors. You will also develop relationships with lifelong friends and colleagues. Our faculty and staff are here to support your program of study and will assist you with all phases of your academic journey.

We have prepared this Bachelor of Science in Nursing Handbook to provide you with information about academic and general student matters that can facilitate your learning experiences and interactions in the CNPD. Please review both *the [Department of Nursing Student Handbook](#)* as well as the following Undergraduate Nursing Handbook prior to signing the acknowledgement statement, in the DocuSign email sent to you.

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

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

Wishing you a successful school year!

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*Undergraduate Program Chair and Clinical Associate Professor*

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## **BACCALAUREATE NURSING PROGRAM**

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

### **BACCALAUREATE NURSING PROGRAM OUTCOMES**

Upon completion, BSN graduates will be able to:

- Assume responsibility for leadership and management within health care systems that are influenced by health care policy, economics, and regulatory environments.
- Utilize theoretical and research evidence to inform practice and make clinical judgements in collaboration with other team members.
- Demonstrate competency in integrating innovations in patient care technology while maintaining the patient as the focus of care.
- Communicate and collaborate effectively while working with individuals, families, groups, populations and the health care team to improve health care outcomes.
- Demonstrate values consistent with the practice of professional nursing, including caring, honesty, civility, social justice and respect for all persons.
- Demonstrate knowledge, skills, and attitudes necessary to provide safe, competent nursing care with diverse populations across the life span.

### **BACHELOR OF SCIENCE IN NURSING TRACKS**

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

#### **TRADITIONAL TRACK**

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

#### **RN TO BSN TRACK**

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

### **UNDERGRADUATE STUDENT NURSING ORGANIZATIONS AT UND**

#### ***Nursing Student Council***

The Student Council serves as an official channel of communication between students, the CNPD Department of Nursing administration, faculty and the University. As a nursing student, you are a member of the Student Council and can use this as a means to participate in the affairs of your College, as well as gain networking skills and peer support. Development of teamwork and leadership ability goes along with the inner confidence attained in active participation. Several standing committees exist in the CNPD Department of Nursing in which students may hold positions.

Some of these are:

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

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

Student Council meetings are held monthly and usually take place in Room 102 over the noon hour. All students are encouraged to attend whenever their schedules allow. Please watch for email information regarding meetings and further information. The email correspondence will include the names of the Officers or Faculty Advisors.

### ***Nursing Student Association***

As a nursing student, you can become involved in a national organization and have your voice heard at the College, State and National levels of the Association. Joining NSA will connect you with 60,000 nursing students nationwide who are already taking advantage of the many programs and benefits the Association has to offer. Membership in NSA provides scholarship opportunities, reduced rates on health, accident and malpractice insurance, opportunities to attend and participate in State and National conventions and more. To learn more about NSA, come to one of the meetings or contact any of the Officers or Faculty Advisors.

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

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## NURSING STUDENT CONDUCT STANDARDS POLICY

<b>Policy Number:</b>	<b>257</b>
<b>Policy Name:</b>	<b>Nursing Student Conduct Standards Policy</b>
<b>Reviewed by:</b>	<b>Nursing Faculty</b>
<b>Last Review Date:</b>	<b>04/12/24</b>

### ***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 and will follow policy 245.
  - 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 forms 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. Obtaining an excused absence, an extension on a due date, a makeup examination, an incomplete, etc. under false pretenses is considered academic dishonesty.
- ii. It is academic dishonesty to steal, destroy, or alter another student's work.
- iii. Providing false information, withholding required information, or altering any information regarding coursework including but not limited to proctoring services is considered academic dishonesty.
- iv. Misrepresenting attendance in a course or practical experience is academic dishonesty.
- ii. Gaining 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.
- i. This includes submitting altered, forged, or counterfeit documents.
- 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. Personal Responsibility:** Students of the Department of Nursing are expected to conduct themselves in ways that will bring credit upon themselves, the College of Nursing and Professional Disciplines, the University of North Dakota, and the nursing profession. As a health professions program, the Department of Nursing has the responsibility to state nursing licensing boards to attest that student's professional preparedness and character warrant their applying for licensure at the conclusion of the educational program. Nursing students must take responsibility for their own actions. Examples of lack of personal responsibility are as follows:
- i. Not showing up for scheduled clinical hours or scheduled meetings with faculty or staff.
  - ii. Not meeting deadlines set forth by faculty or staff for submission of required regulatory paperwork, verification of immunizations, or background checks.
  - iii. Not responding to emails or phone calls from faculty, staff or clinical agency in a timely manner (2 university business days).
- F. 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. Bribery
  - vii. Instigating
  - viii. Inflammatory written communication
  - ix. Rudeness
  - x. Ostracizing
  - xi. Violence or any other disrespectful behavior
- G. 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.

Social Media Guidelines: refer to the department of nursing student handbook.

[SEE APPENDIX C: Nursing Student Conduct Standards Procedure – 257A](#)

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## **ADVISEMENT AND REGISTRATION**

### **ACADEMIC ADVISEMENT**

Each undergraduate student is assigned an Office of Student Services (OSS) and a nursing faculty advisor. In addition, students in the RAIN program are assigned a RAIN advisor.

#### **OSS Advisor**

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

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

Students are strongly encouraged to see their OSS advisor each semester. Advising includes much more than course selection. Advisement with an OSS advisor is particularly important prior to admission to the program, prior to each registration period and prior to graduation from the program. Students are ultimately responsible to see that all academic requirements are completed, however advisors are available to assist you whenever possible. It is helpful to make an appointment in advance online through the Starfish system. Advisor assignments are available in Campus Connection, or through inquiry at the OSS.

#### **Faculty Advisor**

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

- Removal of academic holds (semester holds for deficiency or failing grades)

- Assistance with academic support for nursing classes
- Approval for course over-rides
- ATI support
- Grievance Process
- Professional/career advisement
- Course related issues
- Clinical related issues
- Internship discussions

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## **ADMISSION CRITERIA FOR TRADITIONAL BSN PROGRAM POLICY**

<b>Policy Number:</b>	<b>206</b>
<b>Policy Name:</b>	<b>Admission Criteria for Traditional BSN Program</b>
<b>Reviewed by:</b>	<b>Undergraduate Council</b>
<b>Last Review Date:</b>	<b>03/22/2024</b>

### **A. Overview**

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

### **B. Admission Committee and Selection Process**

The Undergraduate Nursing Admission Committee will be composed of two undergraduate nursing faculty (one faculty member will be elected as chair), Chair of the Undergraduate Nursing Department, RN-BSN Director, Office of Student Services Director or designee, and RAIN designee. Admission decisions are made using a blind review process. Applicants who are not granted admission are notified and are eligible to reapply in a subsequent semester. A limited number of students will be placed on a waiting list if there is an excess of qualified applicants. In the event that a student has not received notification in a timely fashion, it is the student's responsibility to contact the Office of Student Services in the Department of Nursing to inquire about the status of their application.

### **C. On-Campus BSN Program Admission**

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

- I. **Direct Admission:** Direct admission is a criterion-based early admission program for pre-nursing students who have exemplary academic performance during high school. Direct admission will admit 20 qualified candidates. Direct admissions will occur once per academic year and begins in September for the following fall. Students must meet either Option A or Option B requirements (listed below). Those considered under Option B must complete the Nursing direct admission application (invitation and link to application will be emailed to a selection of qualified candidates). Priority is given to early applicants and those who most align with the [mission](#) of the College of Nursing & Professional Disciplines. Students who are not selected for direct admission are eligible to apply for admission to the on-campus BSN program through the standard admission process.

**1. Admission Criteria for Direct Admission (students must meet all criteria):**

- ✓ Must be admitted to the University of North Dakota as a senior in high school anticipating becoming a full-time freshman student the next academic year with declared intent to pursue a baccalaureate degree in nursing on their UND admission application.
- ✓ Preference will be given to those students graduating from a high school that is:
  1. located in ND
  2. rural (as defined by [HRSA](#))
- ✓ Transfer students are not eligible for admission through direct admission.

OPTION A: Must have earned a high school GPA of 3.5 and earned a composite ACT score of at least 27 or a combined SAT score of at least 1280 in the previous 2 years. Super scores are not considered.

OPTION B: Must have earned a high school GPA of 3.75 or higher and selected to complete the direct admission application.

**2. Progression Criteria for Direct Admission Students:**

- ✓ One meeting per semester with Nursing OSS Advisor.
- ✓ Must maintain a cumulative GPA of 3.5 in all UND undergraduate coursework up until admission to the nursing program.
  - ✓ Students are allowed one “grace period” if their cumulative GPA falls below a 3.5. The student must achieve a term GPA of 3.5 or higher for all future semesters.
- ✓ Must obtain a minimum letter grade of B or higher in all ‘core’ courses:
  - ENGL 130: English Composition II
  - SOC 110: Intro to Sociology or SOC 115: Social Problems or ANTH 171: Cultural Anthropology
  - CHEM 116/Lab Intro Organic Biochemistry (or Chemistry 122/Lab & Biology 150/Lab, Biology 151/Lab)
  - BIMD 220/220L: Human Anatomy and Physiology I and Lab
  - BIMD 221/221L: Human Anatomy and Physiology II and Lab
  - BIMD 202/202L: Microbiology
- ✓ Must obtain a letter grade of C or higher in all other prerequisite nursing coursework.

- ✓ Only one withdrawal or repeat will be allowed in any single nursing prerequisite course.
- ✓ Must meet all criteria for standard admission, with the exception of the TEAS exam.
- ✓ If a 'direct admit' does not maintain all of the above listed criteria they will not retain their 'direct admit' status. The student is eligible to apply to the on-campus BSN program through the standard admission process.

## II. Standard Admission:

### Admission Criteria for Standard Admission:

- ✓ Admission to the University of North Dakota.
- ✓ A minimum cumulative grade point average of 2.75.
- ✓ Achieve minimum score of "Proficient" on ATI TEAS test. TEAS exam may be taken a maximum of two times. The score must be within 2 years from application deadline.
- ✓ Students with a previously earned bachelors' degree do not need to take ATI Teas. OSS will verify degree with UND Registrar's Office.
- ✓ Preference will be given to students who graduate from a rural high school. Rural is defined as a town with a population of less than 50,000 people (HRSA). Rural will be determined based on the student's high school graduation location.
- ✓ Completion of the following courses or equivalents with a letter grade of a C or better:

#### Semester 1:

- ENGL 110: English Composition I
- CHEM 115/115L: Introduction to Chemistry or CHEM 121/121L: General Chemistry I
- PSYC 111: Introduction to Psych
- \*SOC 110: Introduction to Soc or SOC 115: Social Problems or ANTH 171: Cultural Anthropology
- MATH 103: College Algebra

#### Semester 2:

- \*ENGL 130: English Composition II
- \*CHEM 116/Lab Introduction to Organic Biochemistry (or Chemistry 122/Lab & Biology 150/Lab, Biology 151/Lab)
- \*BIMD 220/220L: Human Anatomy and Physiology I and Lab
- #Essential Studies course (3 cr)

#### Semester 3:

- \*BIMD 202/202L: Microbiology
- \*BIMD 221/221L: Human Anatomy and Physiology II and Lab
- N&D 240: Fundamentals of Nutrition
- #Essential Studies course (3 cr)

#### \*Core courses used in admission calculation.

#Must be completed before beginning nursing courses.

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

#### Semester 4:

- #Statistics: PSYC 241, SOC 326 or ECON 210
- #PPT 315: Pharmacology
- #Psyc 250: Dev Psych
- #Essential studies courses (6 cr)
- ✓ Core nursing prerequisite coursework may be repeated or withdrawn from a maximum of one time per course. The highest letter grade of two attempts will be used in admission process.

**D. Admission Acceptance Criteria**

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

**E. Admission of Transfer Nursing Students**

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

Editorial R 4/25/18; R 8/31/2021  
Approved by Nursing Undergraduate Council R 11/13/15, R 04/08/16,  
R 5/13/16, R 10/13/17; R 11/09/18; R 05/08/2020; R 10/09/2020; R 9/10/21; R 10/14/22 **R 03/22/24**

[SEE APPENDIX D: ADMISSION PROCEDURES, 206A](#)

**ADMISSION POLICY RN TO BSN**

<b>Policy Number:</b>	<b>215</b>
<b>Policy Name:</b>	<b>Admission Policy RN to BSN</b>
<b>Reviewed by:</b>	<b>Undergraduate Council</b>
<b>Last Review Date:</b>	<b>02/09/2024</b>

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

Admission criteria for the RN-BSN Program:

1. Admission to the University of North Dakota - All transcripts from other universities or colleges must be submitted to the University of North Dakota. Transfer course equivalency must be determined by official transcript. If transfer courses are not deemed equivalent on the official transcript, the student may submit a petition to review course work for course equivalency. This must be submitted prior to the application deadline.
2. Associates Degree in Nursing from an accredited program with a minimum 2.75 overall GPA from associate's degree.
3. Submission of copy of a current, unencumbered RN license.

4. Completion of the following courses with a grade of “C” or better:
  - Statistics
  
5. Admission to the RN to BSN program is based on the state regulations regarding clinical placement and the programs ability to meet those requirements. Students are admitted based on their state of residency at the time of application. Any relocation, or changes to your state of residency, may impact your ability to progress in our program at UND. The RN to BSN Program Coordinator must be informed promptly about all relocations or potential moves while enrolled in nursing courses. The RN to BSN program may not be able to accommodate public health clinical experiences in some states due to specific state board of nursing regulations.

Important Deadlines:

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

**Admission Acceptance Requirements:**

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

**Admission of Nursing Students from other RN to BSN programs:**

Students transferring from another RN to BSN nursing program must meet admission criteria. Programs from which students transfer must be accredited. A letter of good standing from the nursing program must be provided with the application.

Approved by Undergraduate Council R 12/11/15; R 12/13/19; R 05/08/2020; R 11/12/2021 **R 02/09/2024**

Approved by Nursing Faculty 12/15/15; 09/28/18

**RN-BSN POLICIES**

<b>Policy Number:</b>	<b>218</b>
<b>Policy Name:</b>	<b>RN-BSN Policies</b>
<b>Reviewed by:</b>	<b>Undergraduate Council</b>
<b>Last Review Date:</b>	<b>11/12/2021</b>



1. Credit for nursing courses may be established by direct transfer for the graduate faculty of a regionally accredited associate degree (A.D.) program or through evaluation by the College of Nursing and Professional Disciplines (CNPD).
2. CNPD students who are graduates of associate degree programs of nursing may wear a name pin with "R.N." following their name and may sign "R.N." after their name in a clinical site if they are currently licensed in the state of the clinical site.
3. In consultation with their faculty advisor, registered nurse students enrolled in the CNPD may be permitted to challenge nursing courses prior to the completion of pre-requisite support courses.
4. Should an RN's license become encumbered, suspended or revoked while enrolled in the CNPD, that student may be barred from clinical nursing courses contingent upon the nature of the encumbrance and CNPD resources to supervise these students. It is the student's responsibility to inform the CNPD of any change in the state of their license. Those who do not will be subject to disciplinary action.
5. Students are admitted based on their state of residency at the time of application. Any relocation, or changes to your state of residency, may impact your ability to progress in our program at UND. The RN to BSN Program Coordinator must be informed promptly about all relocations or potential moves while enrolled in nursing courses.
6. 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.
7. RN-BSN students must adhere to undergraduate nursing policies and the undergraduate student handbook.

Approved by Undergraduate Council **R 11/12/2021**  
Approved by Nursing Faculty 10/24/14; **09/28/18**

**[SEE APPENDIX B: RN/BSN Nursing Curriculum Sequence](#)**

## UNDERGRADUATE STUDENT FUNCTIONAL ABILITIES POLICY

<b>Policy Number:</b>	<b>205</b>
<b>Policy Name:</b>	<b>Undergraduate Nursing Student Functional Abilities</b>
<b>Reviewed by:</b>	<b>Undergraduate Nursing Council</b>
<b>Last Review Date:</b>	<b>08/26/2022</b>

The Department of Nursing Undergraduate students must be able to perform the functional abilities in each of the following categories with or without a reasonable disability related accommodation: gross motor skills, fine motor skills, physical endurance, physical strength, mobility, hearing, visual, tactile, smell, reading, arithmetic competence, emotional stability, analytical thinking, critical thinking skills, interpersonal skills and communication skills. These abilities can be found in Form 205c: “Common Activities/Tasks Required in the Nursing Profession” document. However, it is recognized that degrees of ability vary widely among individuals. Individuals are expected to discuss questions about abilities with their advisor, instructor and the Director of the Office of Student Services (OSS).

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

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

Approved by Nursing Faculty 10/24/14; R 11/15/18  
Approved by Undergraduate Nursing Council **08/26/2022**

These policies are also available upon request. These policies provide a framework for relating functional ability categories and representative activities/attributes to self/limitations and accommodations.

[\*\*SEE APPENDIX E: Undergraduate Nursing Student Functional Abilities Procedure – 205a\*\*](#)

[\*\*SEE APPENDIX F: Undergraduate Nursing Student Functional Abilities Release Form – 205b\*\*](#)

[\*\*SEE APPENDIX G: Undergraduate Common Activities/Tasks Required in the Nursing Profession\*\*](#)

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## CURRICULAR POLICES

### INTEGRATION OF ATI MATERIAL INTO UNDERGRADUATE CURRICULUM

<b>Policy Number:</b>	<b>409</b>
<b>Policy Name:</b>	<b>Integration of ATI Material into Undergraduate Curriculum</b>
<b>Reviewed by:</b>	<b>Undergraduate Nursing Council</b>
<b>Last Review Date:</b>	<b>11/12/2021</b>

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

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

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

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

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

Approved by Nursing Faculty 11/16/12; 0/24/14

Approved by Undergraduate Nursing Council 11/9/12; 12/12/14; 11/17/17; **11/12/2021**

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

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

## **GRADING SCALE FOR UNDERGRADUATE NURSING COURSES**

<b>Policy Number:</b>	<b>403</b>
<b>Policy Name:</b>	<b>Grading Scale for Undergraduate and Graduate Nursing Courses</b>
<b>Reviewed by:</b>	<b>Nursing Faculty</b>
<b>Last Review Date:</b>	<b>03/26/2021</b>

### **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

There will be no rounding up of grades for any reason. (For example: a grade of 91.89% would be a "B").

Approved by Nursing Faculty 10/24/14; 03/22/19; **R 03/26/2021**

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

Exams are to be kept in the instructor's possession for the current year plus an additional year. After that period of time, tests will be shredded. Online exams given through Exam Soft will be deleted when the time-frame has been met.

## **SENIOR HONORS GUIDELINES**

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

The Department of Nursing supports the Senior Honors program of UND.

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

## **PLACEMENT FOR OUT OF SEQUENCE STUDENTS POLICY**

<b>Policy Number:</b>	<b>212</b>
<b>Policy Name:</b>	<b>Placement for Out of Sequence Students</b>
<b>Reviewed by:</b>	<b>Undergraduate Council</b>
<b>Last Review Date:</b>	<b>02/10/2023</b>

Upon admission, students begin the sequential curriculum. Students must successfully complete all courses in the semester in order to progress to the next semester.

1. Students admitted to the nursing program and enrolled in nursing courses must meet with their Office of Student Services (OSS) Advisor prior to dropping any nursing course(s).
  - a. If a student wishes to drop a nursing course and remain part time, they must place a request with their OSS Advisor to have their name placed on a waiting list to take the appropriate3 course or courses.
  - b. If the student plans to withdraw from UND, that student will need to notify the OSS advisor and follow the Leave of Absence Policy (228)
2. Students will be moved from the wait list into courses based on space and resource availability.
3. Taking courses out of sequence will likely alter a student's graduation date.

Approved by Nursing Faculty R 3/28/14; **09/28/18**  
Approved by Undergraduate Nursing Council **02/10/23**

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## **PROBATION & DISMISSAL FROM THE UNDERGRADUATE NURSING PROGRAM**

<b>Policy Number:</b>	<b>226</b>
<b>Policy Name:</b>	<b>Probation and Dismissal from the Undergraduate Nursing Program</b>
<b>Reviewed by:</b>	<b>Undergraduate Council</b>
<b>Last Review Date:</b>	<b>01/14/2022</b>

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

<b>REPEATING COURSES:</b>	<b>PROBATION:</b>	<b>DISMISSAL:</b>
<ol style="list-style-type: none"> <li>1. A Student who receives a grade of D or F in a course restricted to nursing majors may repeat that course only once, on a space available basis.</li> <li>2. A student who withdraws from a nursing course may repeat that course only once, on a space available basis.</li> </ol>	<p>A student is placed on probation if any of the following occur:</p> <ol style="list-style-type: none"> <li>1. A student fails one course or has a failing grade at the time of withdrawal from a course restricted to nursing majors. Faculty must inform the Office of Student Services of the student's grade at the time of withdrawal.</li> <li>2. Overall GPA drops below the required average (2.75) at the end of any semester.</li> <li>3. Violation of the Nursing Code of Conduct within nursing courses.</li> <li>4. Violation of the Nursing Code of Conduct outside of nursing courses.</li> </ol>	<p>Academic Dismissal</p> <ol style="list-style-type: none"> <li>1. The final decision to dismiss a student will be made by the UG Department Chair in any one of the following situations: <ul style="list-style-type: none"> <li>A. Receipt of a "D" or "F" nursing grade while on probation, since a "D" grade is a failing grade in the undergraduate nursing department.</li> <li>B. Failure to achieve a minimum of a "C" when repeating a nursing course.</li> <li>C. Failure to achieve a minimum of "C" in two different nursing courses.</li> <li>D. Withdrawing with a failing grade ("D" or "F") from the same nursing course twice.</li> <li>E. Withdrawing from 2 or more nursing classes with a failing grade in the same semester.</li> <li>F. Withdrawal from all nursing courses without an approved leave of absence.</li> <li>G. Failure to meet progression standards of 2.75 overall GPA for two consecutive semesters.</li> <li>H. Failure to return from a Leave of Absence at the approved date.</li> <li>I. Revocation or suspension of a required license or ineligibility to participate in clinical.</li> <li>J. Student behavior that is unprofessional or unsafe to the mental, emotional, or physical welfare of clients, staff, or others.</li> <li>K. Student behavior showing that the student is not capable of fulfilling the requirements of the program.</li> </ul> </li> <li>2. Dismissal for a course related issue may be made by the Department Chair only after attempts to resolve the issue have been held.</li> <li>3. 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.</li> </ol> <p>Dismissal due to violation of Nursing Code of Conduct</p> <ol style="list-style-type: none"> <li>1. A violation of Nursing Code of Conduct while on probation will result in dismissal from the nursing program.</li> <li>2. Violation of the Nursing Code of Conduct deemed to have broader impact will be referred to the Dean for disciplinary sanction and may result in dismissal.</li> <li>3. If a student is dismissed from a program, they are ineligible to return to the program from which they were dismissed.</li> </ol>

Approved by Undergraduate Council R 2/12/16; R 9/8/17; R 01/08/2021; R 09/10/2021; **R 01/14/22**  
Approved by Nursing Faculty 10/24/14; 2/26/16; R 03/20/2018

## **PETITIONS/APPEALS POLICY**

<b>Policy Number:</b>	<b>232</b>
<b>Policy Name:</b>	<b>Petitions/Appeals Policy</b>
<b>Reviewed by:</b>	<b>Nursing Faculty</b>
<b>Last Review Date:</b>	<b>03/04/2023</b>

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; 03/24/23

[\*\*SEE APPENDIX L: Academic Petition/Appeals Procedure and Matrix – Procedure 232a\*\*](#)

## **COURSE AND CLASSROOM REQUIREMENTS**

### **COURSE SYLLABUS**

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

### **TEXTBOOKS**

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

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

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

### **CLASSROOM ETIQUETTE**

- Arrive to class on time.
- Turn-off cell phone and other electronic devices.

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

### **REFERENCE MANUAL FOR WRITING PAPERS**

The American Psychological Association (APA) Format is to be used for the Department of Nursing scholarly course requirements. The most current edition of the APA text must be used.

### **APA Style and Formatting in the Undergraduate Nursing Courses**

<b>Policy Number:</b>	<b>419</b>
<b>Policy Name:</b>	<b>APA Style and Formatting in the Undergraduate Nursing Courses</b>
<b>Reviewed by:</b>	<b>Undergraduate Council</b>
<b>Last Review Date:</b>	<b>12/8/23</b>

### INTRODUCTION

APA Style is a set of guidelines for effective scholarly communication that helps writers present their ideas in a clear, precise, and inclusive manner. It is a widely used format in nursing for the preparation of manuscripts for publication as well as for writing student papers, dissertations, and theses. APA Style is described in the current edition of the *Publication Manual of the American Psychological Association*, which is a reference book that contains comprehensive guidelines on how to set up a scholarly paper; format a title page, tables, figures, and other paper elements; create references and in-text citations; and write without bias, as well as on punctuation, grammar, and writing style. For more information, please see the [APA Style website](#).

### POLICY:

The current edition of the *Publication Manual of the American Psychological Association* is a key resource (required or recommended) for all Undergraduate Nursing courses.

Students are expected to use APA Style when writing formal papers and citing sources.

When creating and updating assignments, explaining expectations to students, and providing feedback, faculty will refer to the guidelines outlined in procedure 419a to ensure consistency and leveling of APA expectations.



### **ACADEMIC DISHONESTY POLICIES**

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

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

Alternatively, the instructor may refer the case as a disciplinary matter to the Dean of Students. The Dean of Students may further refer the case to the [student conduct process](#).

**Please review Appendix A: Nursing Code of Conduct Policy 257 for additional details.**

### **CLINICAL EXPERIENCE POLICIES**

#### **AGENCY REQUIREMENTS**

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

### **UND ACTION TO CHANGE IN MEDICATION POLICY AT ALTRU HOSPITAL**

Educational Principles for UND nursing students:

1. We want to make sure students are prepared to do the skill safely and effectively.
2. The most important aspect of implementation of any skill including IV medication administration includes development of student understanding of indications, implications, expected outcomes, and potential adverse reactions.
3. UND nursing students will adhere to Altru IV medication policy with additional implications as approved by UND Undergraduate faculty.

Implementation of revised Altru policy for UND nursing students

- Spring 2024, Semester 2 faculty teaching NURS334 Pharmacology 2 didactic and lab instruction will review/revise current education students receive on IV medication administration to make sure students will be prepared to complete IV medication administration according to Altru policies/UND guidelines.

- Semester 2 students will begin giving IV medications at Altru according to Altru policies/UND guidelines after their educational component beginning Fall 2024.
- Spring 2024, semester 3 students will begin giving IV medications at Altru according to Altru policies/UND guidelines.
- Semester 2 and semester 3 nursing students are only able to administer IV push medication under **direct** supervision of their **UND nursing faculty**.
- Semester 4 UND Practicum students can follow Altru policies with direct supervision of their assigned Preceptor.

Altru Policy states that students can administer medications (various routes) to patients with “**stable and predictable conditions**”. UND will defer to assigned Altru staff nurse to determine if client meets these criteria prior to supervising student doing IV medication administration.

Students may not:

<b>Altru Policy</b>	<b>Additional UND Nursing guidelines</b>
Administer medications by intravenous bolus for moderate sedation.	UND students will not administer any medications for sedation.
Administer high risk medications by intravenous bolus (ie., heparin, insulin)	
Administer vasoactive drugs.	
Administer investigational or cytotoxic intravenous medications.	
Discontinue a central venous line (this includes a peripherally inserted central catheter).	
Initiate blood or blood products.	
Access and de-access a port-a-cath	
Client Controlled analgesia pumps (this includes starting, adjusting, or stopping)	
	No pediatric IV push medications administration.
	UND students will not administer IV opioids or any other controlled substances, or anesthetics.

### TRANSPORTATION POLICY

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

### TRANSPORTATION OF CLIENTS

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

## **TRANSPORTATION OF STUDENTS**

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

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

## **AIR/GROUND PATIENT TRANSPORT**

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

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## PROFESSIONAL APPEARANCE & EQUIPMENT REQUIREMENTS

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

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

- UND Picture ID
- Hunter Green Uniform
- Watch (with seconds)
- Stethoscope
- Sphygmomanometer (adult size)
- Bandage Scissors
- Pen Light

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

**Clinical Attire:** The Department of Nursing uniform is hunter green scrubs, top and bottom. (Optional: hunter green skirts) Long- or short-sleeved t-shirts (restricted to solid colored black, gray, white, or pastel pink) may be worn under the scrub top. A hunter green scrub jacket is optional. The uniform should be clean and well fitting. Nursing uniforms are to be worn only in professional or educational settings, or as outlined in course syllabi. Failure to meet these standards is considered a violation of the Nursing Student Conduct Standard (Policy 257). Variations in attire for other clinical settings will be described in course syllabi.

**Picture ID Name Badge:** The University of North Dakota Department of Nursing Picture ID Name Badge is purchased online and is a required part of the UND clinical attire. The format for the Picture ID is First Name, followed by "Student Nurse." Submit request for a Nursing name badge at <http://und.edu/student-life/ucard/photo-upload.cfm>.

Nursing picture ID name badges will be distributed at orientation or can be picked up on campus at the One Stop Student Services if ordered after the deadline.

Lanyards are not allowed in the clinical setting. UND Nursing Badge clips will be provided and are a required part of the UND clinical attire.

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

- Hair:** While in uniform hair must be clean and well controlled so that it does not hang in eyes, around face, or on the shoulders. Beards and mustache should be trimmed neatly. Extreme hair styles and/or colors are inappropriate for the clinical area.
- Footwear:** Shoes are to be clean, predominantly white or black; no platforms, boots, cros-style with holes, or open-toed shoes. Socks or hose are required.
- Jewelry:** A watch which measures seconds is considered part of the uniform. No other jewelry is to be worn except a wedding band/ring which may need to be removed at times, or small stud earrings. Pierced jewelry in the lip, tongue, or eyebrow areas other than on the earlobe is not allowed, and while in clinical such piercings must contain a clear piece of jewelry or else jewelry must be removed. One facial piercing is permitted in the nostril but must contain either a stud or post/flat adornment. No rings, hoops, or larger jewelry is permitted to the nostril area. Gauges (larger disc-like earrings in the earlobe area) are not permitted.
- Tattoos:** Tattoos are permitted with the following guidelines:
- Tattoos that are visible must be appropriate in nature and not contain any graphic or inappropriate images, language, or symbols that may be offensive to other staff, family members, or patients.
  - Tattoos that cover an entire body part (sleeve tattoos) on arms or legs must be fully covered by long sleeve/full length pants.
- Grooming:** Personal cleanliness is essential. Moderate use of makeup is acceptable. Nails must be clean, well-trimmed, smooth and fairly short; natural color nail polish may be worn if not chipped or cracked. No acrylic nails. Use of tobacco and gum chewing are not permitted in the clinical area. Fragrance products such as perfumes, lotions, aftershave, hairspray, etc. are not allowed.

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

Approved by Undergraduate Nursing Council: **R 02/09/24**

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

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## **STUDENT ATTENDANCE**

### **Classroom, Clinical and Laboratory**

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

In addition, students may be required to attend workshop(s) pertinent to the course in which they are enrolled and offered in this geographic area. Students are required to pay the registration fee and other

workshop expenses. It is further recommended that a statement such as the above be included in the syllabus of courses utilizing this option.

## **NURSING ACADEMIC INTERNSHIP & COOPERATIVE EDUCATION**

Cooperative Education/Academic Nursing Internship at CNPD is an education concept that enables students to integrate classroom and laboratory learning with practical, professional experience in a health care agency. It is based on the philosophy that learning extends beyond the classroom and that the combination of classroom learning and practical experience is a superior method of education.

Students are paid employees of a North Dakota health care agency while they earn elective credit for this clinical experience. Students have the opportunity to perform skills learned in proper and concurrent nursing courses while under the guidance of agency staff. Each clinical learning/working experience is individualized according to the student's prior academic and work experience as well as the needs of the employing agency.

For eligibility requirements see: [Cooperative Education](#)

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## LICENSING POLICY FOR STUDENTS LICENSED THROUGH A STATE BON

<b>Policy Number:</b>	<b>211</b>
<b>Policy Name:</b>	<b>Licensing Policy for Students Licensed Through a State Board of Nursing</b>
<b>Reviewed by:</b>	<b>Nursing Faculty</b>
<b>Last Review Date:</b>	<b>01/12/2024</b>

1.

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

2. All RN students must provide proof of current unencumbered licensure to the College of Nursing and Professional Disciplines (CNPD) upon admission and each year during the verification process. .

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 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**

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## **DEPARTMENT OF NURSING PINNING CEREMONY**

Traditionally, the pinning ceremony is the occasion when the nursing faculty welcomes graduating students into the nursing profession as colleagues. The nurse's pin represents the school at which the nurse has been educated and is placed over the heart of each graduate by the director of the nursing program.

It is also a time that students can share their accomplishment of completing their nursing program with family and friends. Planning meetings will be held with the graduating nursing class at the beginning and mid-term of the semester of graduation. Pinning is traditionally prior to graduation each semester. Nursing graduates are required to wear their UND Green nursing uniforms at this professional ceremony

## **ESSENTIAL DOCUMENTS**

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

- The [Code of Student Life](#). Outlines the rights and responsibilities of citizens of the University community and expected levels of conduct. This is posted on the UND website.
- [Undergraduate Catalog](#). This is available on the UND web pages.
- [Schedule of Courses](#). This is available each semester on the UND website and from Campus Connection.
- [American Nurses Association Code of Ethics](#): The ANA Code of Ethics is available on ANA's website. <http://nursingworld.org/>

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# APPENDICES

## APPENDIX A: BACHELOR OF SCIENCE IN NURSING--PLAN OF STUDY GRID

### TRADITIONAL ON CAMPUS BSN

#### PRE-NURSING CURRICULUM

First Semester		Credits
*ENGL 110	College Composition I	3
*CHEM 115 OR CHEM 121	Introductory Chemistry or General Chemistry I	3
*CHEM 115IL OR CHEM 121L	Introductory Chemistry Laboratory or General Chemistry I Laboratory	1
*PSYC 111	Introduction to Psychology	3
<b>*SOC 110 or SOC 115 or ANTH 171</b>	<b>Introduction to Sociology or Social Problems or Introduction to Cultural Anthropology</b>	3
*Math 103	College Algebra	3
<b>Semester Total</b>		<b>16</b>
Second Semester		Credits
*ENGL 130	<b>Composition II: Writing for Public Audiences</b>	3
*CHEM 116	<b>Introduction to Organic and Biochemistry</b>	3
*CHEM 116L	<b>Introduction to Organic and Biochemistry Laboratory</b>	1
*BIMD 220	<b>Human Anatomy and Physiology I</b>	3
*BIMD 220L	<b>Human Anatomy and Physiology I Laboratory</b>	1
	# Essential Studies	3
<b>Semester Total</b>		<b>14</b>
Third Semester		Credits
*BIMD 202	<b>Introduction to Medical Microbiology</b>	3
*BIMD 202L	<b>Introduction to Medical Microbiology Laboratory</b>	2
*BIMD 221	<b>Human Anatomy and Physiology II</b>	3
*BIMD 221L	<b>Human Anatomy and Physiology II Laboratory</b>	1
*N&D 240	Fundamentals of Nutrition	3
	#Essential Studies	3
<b>Semester Total</b>		<b>15</b>
Fourth Semester		Credits
#PSYC 250	Developmental Psychology	4
#SOC 326 or PSYC 241 or ECON 210	Sociological Statistics or Statistics for the Behavioral Health or Introduction to Business and Economic Statistics	3-4
#PPT 315	Human Pharmacology	3
	#Essential Studies	6
<b>Semester Total</b>		<b>16-17</b>

\* Courses must be completed by August 15 (spring) or February 1 (fall) for application for nursing admission,

# Courses must be completed before admission and beginning your nursing courses.

**Core courses are listed in bold** and are *used to compute core course GPA for admission*. These courses can be repeated or withdrawn a maximum of once per course.

Direct admission students must complete core courses with a minimum letter grade of B or higher.

Alternate sequence of CHEM 121/121L, CHEM 122/122L, BIOL 150/150L and BIOL 151/151L is acceptable in place of CHEM 116/116L; alternative chemistry/biology courses will need prior approval.

## NURSING CURRICULUM

First Semester		Credits
NURS 300	Foundations of Nursing Practice	5
NURS 301	Professional Nurse I	2
NURS 304	Nursing Pharmacology I	3
NURS 310	Health and Illness I	2
NURS 312	Pathophysiology I	2
NURS 313	Clinical Practicum I	2
<b>Semester Total</b>		<b>16</b>
Second Semester		Credits
NURS 330	Health and Illness II	4
NURS 331	Patient and Family Centered Nursing	3
NURS 332	Pathophysiology II	2
NURS 333	Clinical Practicum II	4
NURS 334	Nursing Pharmacology II	2
<b>Semester Total</b>		<b>15</b>
Third Semester		Credits
NURS 403	Nursing Across the Lifespan Practicum	2
NURS 404	Professional Nurse II	2
NURS 406	Evidence Informed Practice	2
NURS 420	Interprofessional Health Care	1
NURS 430	Health and Illness III	4
NURS 433	Clinical Practicum III	4
<b>Semester Total</b>		<b>15</b>
Fourth Semester		Credits
NURS 441	Population Based Health	3
NURS 442	Health Care Infrastructure	3
NURS 443	Clinical Practicum IV	2
NURS 444	Baccalaureate Nursing Review Course	1
NURS 450	Transition to Practice: Seminar	2
NURS 453	Clinical Practicum V: Transition to Practice	3
<b>Semester Total</b>		<b>14</b>
<p><b>Nursing students are admitted both fall and spring.</b>            Online application deadlines:            December 1 through February 1: Fall Admission            May 1 through July 1: Spring Admission</p>		

## APPENDIX B: RN/BSN NURSING CURRICULUM SEQUENCE

### Full Time Curriculum (1 year)

<b>Fall Semester</b>	<b>Credits</b>
N326 Evidence-Base Practice	2
N350 Transition to Baccalaureate Nursing Practice	3
N410 Clinical Reasoning for Safety and Quality Outcomes	3
N442 Health Care Infrastructure	3
<b>SEMESTER TOTAL</b>	<b>11</b>
<b>Spring Semester</b>	
<b>Credits</b>	
N351 Promoting Heal and Equality in Diverse Healthcare Settings	3
N405 Informatics in Nursing	3
N415 Interprofessional Collaborations for Improving Health Care Systems Outcomes	3
N490 Transcultural Health Care Theories, Research and Practice	3
<b>SEMESTER TOTAL</b>	<b>12</b>
<b>Summer Semester</b>	
<b>Credits</b>	
N324 Public Health Nursing Theory	2
N374 Public Health Nursing Clinical	2
N474 Leadership and Professional Nursing Development	3
<b>SEMESTER TOTAL</b>	<b>7</b>
<b>PROGRAM TOTAL</b>	<b>30</b>
<b>Pre-requisite Course:</b> Statistics A statistics course can be completed during the first semester of the nursing program	

*Effective Fall 2020*

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## Part-Time Curriculum (2 years)

<b>First Fall Semester</b>	<b>Credits</b>
N326 Evidence-Base Practice	2
N350 Transition to Baccalaureate Nursing Practice	3
<b>SEMESTER TOTAL</b>	<b>5</b>
<b>First Spring Semester</b>	<b>Credits</b>
N351 Promoting Heal and Equality in Diverse Healthcare Settings	3
N490 Transcultural Health Care Theories, Research and Practice	3
<b>SEMESTER TOTAL</b>	<b>6</b>
<b>First Summer Semester</b>	<b>Credits</b>
N324 Public Health Nursing Theory	2
N374 Public Health Nursing Clinical	2
<b>SEMESTER TOTAL</b>	<b>4</b>
<b>Second Fall Semester</b>	<b>Credits</b>
N410 Clinical Reasoning for Safety and Quality Outcomes	3
N442 Health Care Infrastructure	3
<b>SEMESTER TOTAL</b>	<b>6</b>
<b>Second Spring Semester</b>	<b>Credits</b>
N405 Informatics in Nursing	3
N415 Interprofessional Collaborations for Improving Health Care Systems Outcomes	3
<b>SEMESTER TOTAL</b>	<b>6</b>
<b>Second Spring Semester</b>	<b>Credits</b>
N474 Leadership and Professional Nursing Development	3
<b>SEMESTER TOTAL</b>	<b>3</b>
<b>PROGRAM TOTAL</b>	<b>30</b>
<b>Pre-requisite Course:</b> Statistics A statistics course can be completed during the first semester of the nursing program	

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## APPENDIX C: NURSING STUDENT CONDUCT STANDARDS PROCEDURE

<b>Policy Number:</b>	<b>257a</b>
<b>Policy Name:</b>	<b>Nursing Student Conduct Standards Procedure</b>
<b>Reviewed by:</b>	<b>Nursing Faculty</b>
<b>Last Review Date:</b>	<b>04/12/24</b>

### ***Procedure:***

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

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

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

### ***Disciplinary Sanctions for a Suspected Violation of the Code of Conduct***

Upon completion of investigation:

1. Course faculty, in collaboration with the Department Chair and clinical preceptor (if appropriate), will determine if sanctions will occur within the course or will be referred to the Dean.
2. Course sanctions may include but are not limited to, grade reduction, failure of the assignment, failure of the course.
3. Course sanctions will be communicated in writing to the student/students by the course faculty within three class days following the determination of course sanctions.
4. If a second removal from a clinical experience occurs as a result of a violation of the Code of Conduct policy, the student shall be permanently removed from patient contact in that course. Such removal shall result in immediate failure of the clinical course.
5. Within three class days after the second removal from a clinical experience, a meeting with the supervising faculty member, clinical preceptor (if appropriate), student, department chair and/or designee, and a person of the student's choosing shall be held to review the removal decision.

6. Incidents of misconduct that are deemed to have broader impact as determined by course faculty will be referred to the Dean for disciplinary sanction.
7. Sanctions by the Dean will be communicated in writing to the student/students involved in the occurrence.

***Student Appeals Process and Dismissal***

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

Approved by Undergraduate Council R 04/08/16

Approved by Nursing Faculty R 04/29/16; **R 01/18/19; R 04/12/24**

**APPENDIX D: ADMISSION PROCEDURES**

<b>Policy Number:</b>	<b>206a</b>
<b>Policy Name:</b>	<b>Admission Procedures</b>
<b>Reviewed by:</b>	<b>Nursing Undergraduate Council</b>
<b>Last Review Date:</b>	<b>05/08/20</b>

**A. The following procedure will be followed for training the Undergraduate Nursing Admission Committee once per calendar year.**

1. Safe colleges training: Implicit Bias and Microaggression Awareness
2. Review nursing policy and procedure
3. AACN Diversifying Healthcare Delivery Using Holistic Admissions

<https://www.aacnnursing.org/Diversity-Inclusion/Holistic-Admissions>

**B. The following procedure will be followed for the review for admission twice per year for the on-campus program and as needed for the RN to BSN program.**

1. The College of Nursing and Professional Disciplines Dean will determine the number of undergraduate Nursing positions available on an annual or by semester basis, including eight positions for the RAIN program per academic year and maximum of two per academic year for Army ROTC and two per academic year for Air Force ROTC using a blind review process.
2. The Office of Student Services sets the date for the admission meeting each semester.
3. Students who wish to be considered for special admission consideration must meet with their OSS advisor. Petitions will be submitted using DocuSign regarding special admission consideration. The deadline for on-campus program admission petitions is August 15 for Spring admission and February 1 for Fall admission. The deadline for RN-BSN admission petitions is July 31 for Fall admission.
4. The undergraduate nursing admission committee will determine qualified and non-qualified applicants based on admission criteria.
5. Once the admission pool is determined, the undergraduate nursing admission committee will determine wait-list candidates each admission cycle. Wait list candidates need to meet admission criteria in order to fill any admission vacancies that may occur.
6. The Office of Student Services will notify students in writing of admission/non-admission.

**B. The Office of Student Services will:**

1. Determine number of slots available, along with the Undergraduate Department Chair, for each class level taking into consideration students who are repeating, were on a Leave of Absence or who withdrew from a course. Leave of Absence takes precedence over repeaters or withdrawals. Ranking of these students will be based on cumulative GPA.
2. Review each applicant's record to determine satisfactory completion of the 6 core courses and their prerequisites, minimum cumulative GPA of 2.75, and other required courses.
3. Core courses include the following: ENGL130; SOC 110, 115 or ANTH 171; CHEM 116 & Lab or alternate sequence, BIMD 202 & lab, BIMD 220 & lab and BIMD 221 & lab.
4. Other courses that must be completed upon application are Math 103, ENGL 110, CHEM 115 & lab, PSYC 111, and N&D 240. These courses are not used in Core Course GPA calculation.
5. Calculate core GPA by using the 6 core courses. Also, enter Overall GPA and highest of the students two attempts of the TEAS score. The spreadsheet displays the core course GPA, calculate weighted total, and list students in order of weighted total awarded.
6. The spreadsheet is programmed to compute weighted total as follows:  
Core course GPA = Core GPA x 10  
Core GPA points-75%: Core GPA points/max score GPA points x .75 x100  
Test of Essential Academic Skills (TEAS) 25%: TEAS score in percentage x .25
7. Evaluation of the last 12% of qualified applicants will be conducted using rurality criteria.
8. Committee will receive the queue report (without any applicant identifiers) of all applicants. Report will include grades on core courses, cumulative GPA, and Test of Essential Academic Skills score, other required courses, weighted total, and rurality. Report will list qualified applicants in order by the weighted total received.
9. Students not meeting minimum requirements will appear on the spreadsheet with the heading "Non-qualified" Applicants.
10. Verify before classes begin each Spring and Fall semester that all admitted students have successfully completed the remaining required courses (PSYC 250, PPT 315, Statistics (PSYC 241, SOC 326 or ECON 210) and Essential Studies) and have maintained a 2.75 overall GPA.
11. Fill any vacancies that occur with students from the waiting list who have successfully completed/or are registered for the remaining required courses.

Reviewed by Undergraduate Nursing Council R 05/08/2020; **R 10/09/2020**

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## APPENDIX E: UG NURSING STUDENT FUNCTIONAL ABILITIES PROCEDURE

<b>Policy Number:</b>	<b>205a</b>
<b>Policy Name:</b>	<b>Undergraduate Nursing Student Functional Abilities Procedure</b>
<b>Reviewed by:</b>	<b>Undergraduate Council</b>
<b>Last Review Date:</b>	<b>08/226/2022</b>

The Department of Nursing Undergraduate students must be able to perform the functional abilities in each of the following categories with or without a reasonable disability related accommodation: gross motor skills, fine motor skills, physical endurance, physical strength, mobility, hearing, visual, tactile, smell, reading, arithmetic competence, emotional stability, analytical thinking, critical thinking skills, interpersonal skills, and communication skills. However, it is recognized that degrees of ability vary widely among individuals. Individuals are expected to discuss questions about abilities with their advisor, instructor, and the Director of the Office of Student Services.

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

### **PROCEDURE FOR REQUESTING ACCOMODATIONS**

1. If a student has concerns about meeting the functional abilities as described in Form 205c, "Common Activities/Tasks Required in the Nursing Profession", he/she must contact the Department of Nursing Director of the Office of Student Services.
2. If a student wishes to request an accommodation, he/she must apply at Disability Student Services (DSS), 190 McCannel Hall, 701-777-3425. DSS will verify the existence of the disability and a need for accommodations.
3. If the student signs a release (Form 205b), DSS may speak with the Director concerning the specific accommodations. It is the responsibility of the student and the Director, in consultation with the Undergraduate Department Chair, to agree on reasonable accommodations. The final determination of the accommodations and their delivery will be the responsibility of the Department of Nursing. Students can appeal a decision pursuant to Department of Nursing, Academic Grievance Policy for Students.

The policy, Form 205c Functional Ability Requirements for Undergraduate Nursing Students & Common Activities/Tasks Required in the Nursing Profession can be accessed on the Department of Nursing website or are available on request. These provide a framework for relating functional ability categories and representative activities/ attributes to self-limitations and accommodations.

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

Approved by Undergraduate Nursing Council **08/26/22**

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## APPENDIX F: UG NURSING STUDENT FUNCTIONAL ABILITIES RELEASE FORM

<b>Policy Number:</b>	<b>205b</b>
<b>Policy Name:</b>	<b>Undergraduate Nursing Student Functional Abilities Release Form</b>
<b>Reviewed by:</b>	<b>Nursing Faculty</b>
<b>Last Review Date:</b>	<b>08/26/2022</b>

**University of North Dakota  
College of Nursing and Professional Disciplines  
Undergraduate Nursing Student  
Functional Abilities Release**

College of Nursing and Professional Disciplines undergraduate nursing students must be able to perform the functional abilities in each of the following categories with or without a reasonable disability related accommodation request: gross motor skills, physical endurance, physical strength, mobility, hearing, visual, tactile, smell, reading, arithmetic competence, emotional stability, analytical thinking, critical thinking, and interpersonal communication skills (National Council on State Boards of Nursing, 1999). However, it is recognized that degrees of ability vary among individuals. Individuals are expected to discuss questions about abilities with the Director of the Office of Student Services.

The policy, Functional Ability Requirements for Undergraduate Nursing Students and Common Activities/Tasks Required are accessible on the College of Nursing and Professional Disciplines internet site at <https://cnpd.und.edu/nursing/files/docs/functional-abilities.pdf> or are available from the Office of Student Services on request. These provide a framework for relating functional ability categories and representative activities/attributes to self-limitations and accommodations.

I have read the Functional Ability Requirements for Undergraduate Nursing Students. I authorize Disability Services for Students to disclose in verbal or written form any information received regarding my request for disability accommodation with the Director of the Office of Student Services. This release will be in effect for the duration of my academic status while a pre- or admitted nursing student enrolled at the University.

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Student Signature

Date

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

Approved by Nursing Faculty 10/24/14; **R 11/15/18**  
Approved by Undergraduate Nursing Council **08/26/2022**

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## APPENDIX G: UG COMMON ACTIVITIES/TASKS REQUIRED IN NURSING PROFESSION

<b>Policy Number:</b>	<b>205c</b>
<b>Policy Name:</b>	<b>UG Common Activities/Tasks Required in the Nursing Profession</b>
<b>Reviewed by:</b>	<b>Nursing Faculty</b>
<b>Last Review Date:</b>	<b>08/26/2022</b>

Students are required to perform the following tasks with or without reasonable disability related accommodation. If you question your ability to perform any of these required common Activities/Tasks, please contact the Director of the Office of Student Services Robyn Bancroft at (701) 777-4174 or [robyn.bancroft@und.edu](mailto:robyn.bancroft@und.edu)

<b>Functional Ability</b>	<b>Activity/Attribute/Task</b>
<b>Gross Motor Skills</b>	<input type="checkbox"/> Move within confined spaces (eg. Around patient bed) <input type="checkbox"/> Provide standing support to patient <input type="checkbox"/> Manipulate equipment above shoulders (eg. IVs) <input type="checkbox"/> Reach below waist (eg. plug(Ins)) <input type="checkbox"/> Assist transfer of patient (eg. Bed to chair, bed to bed) <input type="checkbox"/> Reach across patient bed <input type="checkbox"/> Other
<b>Fine Motor Skills</b>	<input type="checkbox"/> Pick up objects (eg. syringe) <input type="checkbox"/> Grasp small objects (eg. pills) <input type="checkbox"/> Write <input type="checkbox"/> Use a computer <input type="checkbox"/> Pinch/pick or otherwise work with fingers (eg. syringe, gloving, small equipment) <input type="checkbox"/> Turn knobs with hands on door or equipment <input type="checkbox"/> Squeeze (eg. eye dropper, IV tubing) <input type="checkbox"/> Put on caps, gown, gloves, mask <input type="checkbox"/> Apply pressure (eg. to a wound) <input type="checkbox"/> Other
<b>Physical Endurance</b>	<input type="checkbox"/> Sustain repetitive movements (eg. CPR, ambu bagging) <input type="checkbox"/> Work entire shift <input type="checkbox"/> Other
<b>Physical Strength</b>	<input type="checkbox"/> Push and pull 25 pounds (eg. position clients, CPR, apply pressure to wound) <input type="checkbox"/> Support 25 pounds of weight (eg. Ambulate client) <input type="checkbox"/> Lift 25 pounds (eg. transfer client) <input type="checkbox"/> Move light objects up to 10 pounds <input type="checkbox"/> Move heavy objects weighing from 10 to 45 pounds <input type="checkbox"/> Defend self against combative client <input type="checkbox"/> Carry equipment/supplies <input type="checkbox"/> Use upper body strength CPR, restrain a client <input type="checkbox"/> Squeeze (eg. fire extinguisher) <input type="checkbox"/> Other
<b>Mobility</b>	<input type="checkbox"/> Rotate body to attend to patient and equipment simultaneously <input type="checkbox"/> Move quickly to respond to emergencies/patient needs <input type="checkbox"/> Transfer patient (eg. chair to commode, clinical sites such as hospital or client's homes) <input type="checkbox"/> Other
<b>Hearing</b>	<input type="checkbox"/> Hear normal speaking level sounds (eg. to communicate with client) <input type="checkbox"/> Hear faint voices (eg. elderly, oxygen deprived) <input type="checkbox"/> Hear faint body sounds (eg. blood pressure, heart and lung sounds) <input type="checkbox"/> Hear in situations not able to see lips (when using masks) <input type="checkbox"/> Respond to alarms (high/low frequency) <input type="checkbox"/> Other
<b>Visual</b>	<input type="checkbox"/> See objects up to 20 inches away <input type="checkbox"/> See objects up to 20 feet away <input type="checkbox"/> See objects more than 20 feet away <input type="checkbox"/> Use depth perception (eg. injections, assess height or depth of wound) <input type="checkbox"/> Use peripheral vision <input type="checkbox"/> Distinguish color (eg. patient secretions, and color-coded records) <input type="checkbox"/> Distinguish color intensity (eg. blue complexion, redness of blood) <input type="checkbox"/> Respond to alarms <input type="checkbox"/> Other

<b>Tactile</b>	<input type="checkbox"/> Feel vibrations (eg. pulses, nerve responses, tremor) <input type="checkbox"/> Detect temperature of room, skin <input type="checkbox"/> Feel differences in surface characteristics (eg. skin texture) <input type="checkbox"/> Feel differences in sizes, shapes (eg. palpate vein, perform assessment) <input type="checkbox"/> Other
<b>Smell</b>	<input type="checkbox"/> Detect odors from client <input type="checkbox"/> Detect smoke <input type="checkbox"/> Detect gases or noxious smells <input type="checkbox"/> Other
<b>Reading</b>	<input type="checkbox"/> Read and understand written documents (i.e. patient charts, professional literature) <input type="checkbox"/> Use anatomical design/diagrams correctly <input type="checkbox"/> Other <input type="checkbox"/> Arithmetic Competence <input type="checkbox"/> Read and understand columns of writing (eg. flow charts) <input type="checkbox"/> Read digital displays <input type="checkbox"/> Read graphic printouts (eg. vital signs, numbers, EKG strips, fetal monitor strips) <input type="checkbox"/> Convert numbers to/from metric
<b>Tell-Time</b>	<input type="checkbox"/> Measure time (eg. duration) <input type="checkbox"/> Count rates (eg. pulse) <input type="checkbox"/> Use measuring tools (eg. thermometer) <input type="checkbox"/> Read Measurement marks (eg. scales) <input type="checkbox"/> Add, subtract, multiply, divide <input type="checkbox"/> Compute fractions (medication dosages) <input type="checkbox"/> Use a calculator <input type="checkbox"/> Write numbers in records <input type="checkbox"/> Other
<b>Emotional Stability</b>	<input type="checkbox"/> Differentiate and establish personal and therapeutic boundaries (eg. confidentiality/privacy) <input type="checkbox"/> Provide client with appropriate psycho social support <input type="checkbox"/> Deal with unexpected situations <input type="checkbox"/> Maintain attention on task <input type="checkbox"/> Perform multiple responsibilities concurrently <input type="checkbox"/> Handle strong emotions (eg. grief, anger) <input type="checkbox"/> Do work in a changing stressful environment <input type="checkbox"/> Other
<b>Analytical Thinking</b>	<input type="checkbox"/> Gather data <input type="checkbox"/> Transfer knowledge from one situation to another <input type="checkbox"/> Assess and respond to change in patient's condition <input type="checkbox"/> Integrate information <input type="checkbox"/> Evaluate outcomes (eg. effectiveness of nursing care) <input type="checkbox"/> Problem solve <input type="checkbox"/> Prioritize nursing care <input type="checkbox"/> Use long term memory <input type="checkbox"/> Use short term memory <input type="checkbox"/> Organize tasks to completion <input type="checkbox"/> Other
<b>Critical Skill Thinking</b>	<input type="checkbox"/> Identify cause-effect relationships <input type="checkbox"/> Plan activities for others <input type="checkbox"/> Synthesize knowledge and skills <input type="checkbox"/> Complete tasks in a timely manner <input type="checkbox"/> Other
<b>Interpersonal Skills</b>	<input type="checkbox"/> Manage conflict between persons <input type="checkbox"/> Respect differences in clients/families/co-workers <input type="checkbox"/> Establish and maintain rapport with clients/families/co-worker <input type="checkbox"/> Other
<b>Communication Skills</b>	<input type="checkbox"/> Communicate information (eg. teach client, family, or groups) <input type="checkbox"/> Explain procedures <input type="checkbox"/> Give oral and written reports <input type="checkbox"/> Interact with others (eg. effective group participation) <input type="checkbox"/> Use the telephone (eg. call for emergency, follow up/pre-op call) <input type="checkbox"/> Advocate for client (rural) <input type="checkbox"/> Direct activities of others <input type="checkbox"/> Convey information orally and in writing (eg. charting, reports, papers) <input type="checkbox"/> Use computer <input type="checkbox"/> Other

Adapted from: National Council of State Boards of Nursing, Inc.  
Guidelines for Using Results of Functional Abilities Studies and Other Resources.

## APPENDIX H: INTEGRATION OF ATI MATERIALS INTO UG CURRICULUM

Procedure Number:	409a
Procedure Name:	Integration of ATI material into Undergraduate Curriculum Procedure
Reviewed by:	Undergraduate Nursing Council
Last Review Date:	11/21/21

### **Distribution of ATI materials to students:**

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

### **RN Content Mastery Practice and Proctored Exams:**

Students will take the RN Content specific ATI practice and proctored assessments during corresponding nursing courses. Students must meet a Proficiency Level 2 on each proctored ATI assessment to earn full ATI points in a designated course.

1. Practice assessments are incorporated into courses as assignments. Students will not be eligible to take corresponding ATI proctored exams until they score 90% or greater on the practice exam by the designated due date in each course. Failure to meet the 90% or greater score on the practice exam will result in student meeting with course faculty to decide on a written plan for successful completion of the practice exam,
2. The student will have two attempts to reach the Level 2 proficiency level on the proctored assessment. The student must successfully remediate between proctored attempts. After two attempts, a third proctored attempt will be scheduled during finals week and the student will be responsible for the cost of the exam.
3. Each of the four-core assigned proctored assessments will be worth 5% of the course grade in semester one, 10% of the course grade in semesters 2 and 3, and 15% of the course grade in semester 4. If the course has a combined theory and clinical/lab component, the percentage will be allotted in the theory portion of the course.
4. How points are awarded:  
Level 2 benchmark on best attempt + remediation ..... 100% of points allocated  
Level 1 benchmark on best attempt + remediation ..... 80% of points allocated  
Less than Level 1 benchmark on best attempt + remediation..... 50% of points allocated
5. If the student meets the level 2 proficiency level on the first attempt, remediation is not required but strongly encouraged.
6. If the student does not meet the proficiency level on the proctored attempts, remediation is required.
7. If the student fails to demonstrate remediation as required, the student will receive a zero for the ATI point allocation.

**Remediation process:**

The student should follow the procedure as follows:

Meet with nursing instructor/faculty advisor to develop plan for remediation using ATI and/or other resources. Students should bring a copy of Proctored Assessment test results (blueprint) to guide the remediation. Students are encouraged to use the focused review tool and complete the following remediation steps:

1. View your ATI assessment results and identify the top three areas of weakness (these will be the areas with the lowest percentages on your ATI assessment results report).
2. Create ATI templates as noted in the focused review, as assigned by course faculty.
3. Complete ATI adaptive quiz questions on specified area, as assigned by course faculty.
4. Complete Nurse logic 2.0 (30 minutes).
5. Complete online practice assessment as assigned with a 90% or greater within 1 week after the exam. The student must wait 12 hours between attempts if 90% is not achieved. Print and submit the student transcript to the instructor.
6. Retake proctored exam as scheduled.

**RN Comprehensive NCLEX Predictor (Proctored):**

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

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

Approved by Undergraduate Nursing Council 4/21/2017; 11/17/17;  
R 12/07/2018; R 11/09/19; R 1/10/2020; **R 11/12/21**

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## APPENDIX I: ATI SCHEDULE FOR TRADITIONAL BSN PROGRAM PROCEDURE

Procedure Number:	409b
Procedure Name:	ATI Schedule for Traditional BSN Program
Reviewed by:	Undergraduate Nursing Council
Last Review Date:	1/10/2020

### Semester 1

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

### Semester 2

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

### Semester 3

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

### Semester 4

- Assignments
  - N441 Population Health
    - Community Health (proctored)
- Core Proctored Exam for this semester:
  - N444 Review Course
    - NCLEX predictor\* (practice and proctored)

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

\*\*Please give these exams in these designated semesters.

Approved by Undergraduate Nursing Council 4/21/2017; 11/17/17;  
R 12/07/2018; **R 1/10/2020**

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## APPENDIX J: UG NURSING EXAM ADMINISTRATION PROCEDURE FOR STUDENTS

<b>Procedure Number:</b>	<b>404h</b>
<b>Procedure Name:</b>	<b>Undergraduate Nursing Exam Administration Procedure for Students</b>
<b>Reviewed by:</b>	<b>Undergraduate Nursing Council</b>
<b>Last Review Date:</b>	<b>05/12/23</b>

The College of Nursing and Professional Disciplines (CNPD) is committed to protecting the integrity of exams. The following procedure will be used for all exams within the Undergraduate Nursing Department. Students should refer to Policy 257 Nursing Student Conduct Standards regarding academic integrity.

### A. Student computer requirements for secure electronic exam administration:

1. Computers may be used during exams administered using secure electronic exam software, following the instructions given by the course faculty.
2. It is the students' responsibility to ensure personal computers are kept up to date with exam software updates.
3. Computers should not have any notes or writing visible on any of the physical surfaces of the computer; the exam proctor may inspect computers for security purposes.

### B. Student requirements to prepare for exam administration:

1. Students must put away all personal items and close all other computer programs prior to distribution of exam password.
2. All student belongings, including backpacks and coats, must be placed out of reach during the exam. Place belongings carefully at the front/back/side of the room during testing. Belongings must not block the walkway. Emergency exit routes and accessibility guidelines must be maintained.
3. All electronic devices (cell phones, smartwatches, Bluetooth devices, electronic earbuds, headphones, etc.) must be turned all the way off (not to vibrate) and stowed during an exam.
4. No hats, bulky coats/jackets, hoods over the head, or sunglasses are to be worn during an exam, with discretionary allowances for religious apparel.
5. Earplugs (individually packaged, unopened, and disposable) may be utilized during exams. They must be inspected and approved by the proctor before each exam.
6. No textbooks, notes, or resources may be used during the exam unless specified by the course faculty.
7. No food or beverages are allowed during an exam, unless predetermined as medically necessary. They may not be on the student's desk and must be stowed away from exam taker.

### C. Student exam administration guidelines:

1. Exam proctor may ask students to show a photo ID prior to exams.
2. Seating assignments for testing may be made by the course faculty or the exam proctor.
3. Students are to remain seated until their exam is completed to minimize disruptions to other exam takers.
4. Students should raise their hand if they have a technology-related question related to the exam.

5. Students may not ask the exam proctor questions regarding exam content while the exam is in progress. All concerns related to the exam items must be addressed by appointment with the course faculty after all students have completed the exam.
  6. Students will not be allowed to leave the classroom during an examination. If the student leaves the room, the exam will be submitted for grading at that time.
  7. All exam materials must be submitted prior to leaving the classroom. It is the student's responsibility to ensure all electronic exams have uploaded successfully when completing the exam. Students may receive a 'zero' on exams not submitted prior to leaving the classroom. See the exam proctor if assistance is needed to upload the exam.
  8. After an exam is submitted students are to leave the classroom quietly and respectfully. Students are not to remain in the hallways outside of the classroom. Students may go to the lounge, computer lab, or leave the building until class is scheduled to resume.
- D. Make-up exams
1. Make-up exams are given at the discretion of the course faculty.
  2. If a make-up exam is approved, it will be in an alternate format and different than the exam given to the class.
  3. Whenever possible, make-up exams should be given prior to, or within 2 business days after, the originally scheduled exam.
- E. Exam review procedures:
1. Exam reviews must be directly supervised by course faculty or exam proctor.
  2. Exams may only be reviewed with the course faculty within 5 business days of the exam results being posted to Blackboard.
  3. Due to end of semester time constraints, see individual course syllabi for final exam review instructions.
  4. Exams may be reviewed electronically, verbally, or using a printed exam, at the discretion of the course faculty. The course faculty must ensure all exam materials are collected at the conclusion of the exam review.
  5. Students' personal belongings and electronic devices (including cell phones) must be stowed and away from the student during the exam review. Students may not write down exam questions, take pictures, or in any other way remove exam item content from the exam review.
  6. Only students enrolled in the course are allowed to participate in exam review.
  7. Students must follow the exam challenge procedure if there is any disagreement with the content of an exam item. Refer to Procedure #403a for the procedure to use for exam item challenges.
  8. Students must use professional, respectful, communication during exam reviews or the exam review may be discontinued at the discretion of the course faculty.

Approved by Undergraduate Council: 09/10/2021; **R 05/12/23**

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## **APPENDIX K: UNDERGRADUATE PROGRAM GRADING PROCEDURE**

<b>Policy Number:</b>	<b>403a</b>
<b>Policy Name:</b>	<b>Undergraduate Grading Procedure</b>
<b>Reviewed by:</b>	<b>Undergraduate Nursing Council</b>
<b>Last Review Date:</b>	<b>02/12/2021</b>

The following grading and evaluation practices apply to all nursing students in the Undergraduate BSN program at the University of North Dakota. Grades in individual theory and clinical courses are determined by course faculty, based on the assignments to assess student learning and attainment of objectives within their courses, which are identified in course syllabi.

### **1. Grading**

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

### **2. Grading Scale**

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

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

### **3. Point Allocation**

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

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

### **4. Active Learning**

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

- Graded activities will include a rubric to provide grading consistency and expectations.
5. **Assignments/Quizzes/Clinical Paperwork**
- All assignments must be submitted on time in the manner specified by the course faculty.
  - Late work will not be accepted, and the student will receive a 0%, unless the late submission has been approved by the course faculty at least 24 hours prior to the date the work is due.
  - Late assignments may affect the final grade in the course.
6. **Test Blue Print**
- All courses will include an internal Test Blue Print for each exam in the course.
  - The Test Blue Print will follow the format of the Test Blue Print in Assessment Technologies, Inc. (ATI) or ExamSoft and will provide information on the percentage of test questions in each content area.
7. **Exams/Clinical/Lab Experiences**
- Assessment of student learning exams are given in all theory courses.
  - A comprehensive exam or project will be given at the end of the semester in every theory course.
  - Students must notify the course faculty at least one hour prior to missing a scheduled exam, lab, or a clinical experience. It is the student's responsibility to notify the faculty by sending an email through the UND e-mail system of their inability to be present. Phone calls and text messages are not acceptable means of notification. Any exams must be made up within the time-frame outlined in individual course faculty syllabi.
  - A student may challenge an exam question by providing a written statement (including supporting evidence and a referenced citation) as to why the answer selected by the student may be correct within five school days of the date the exam was given. Any changes in the grading of the test item will apply only to the student challenging the question.
    - Only examinees may challenge an exam item. The evaluation process exists to allow the student an opportunity to explain another evidence-based rationale that another answer may be correct within the framework of the test item.
    - The student must fill a separate form for each exam item he/she is challenging.
    - The student must complete and sign the Exam Challenge Form via DocuSign with as much detail as possible. The detailed and clear description of the challenge will accelerate the review process. No student's exam item challenge will be considered without completing the form.
    - The form should be submitted via DocuSign to the course faculty within 5 business days from exam results being posted to Blackboard. Only requests received within 5 business days from taking the exam will be reviewed.
    - Course faculty will respond with the results of the challenge via DocuSign within 5 business days of receipt of the challenge.
  - An excused absence may be given for reasons of illness, death of a family member, or other serious need determined by the practicum instructor (i.e., a vacation, attendance at a wedding, work schedules, or other planned event, etc. will not be given an excused absence). Faculty may require that students provide additional documentation related to their absence.

## 8. Record of Grades

- Students are responsible to know what their grades are during the course and are expected to review the gradebook frequently. Students should contact course faculty to discuss a plan to improve, if appropriate.
- If an assignment is not noted in the student's gradebook on Blackboard, it is then treated as though the student did not complete the assignment. The student must provide written documentation as proof of submission of the assignment/exam for the assignment to be considered for acceptance.
- It is a good practice to make sure your assignments are submitted well before the due date to avoid last minute technical issues that may interfere with submission of the assignment.
- A student may challenge a grade on an assignment within five school days of the date the grade was given.
- It is the student's responsibility to be aware of their grades and contact the course faculty for a plan to improve.

## 9. Incomplete grades

- Incomplete grades will be given in accordance with UND policy.

## 10. Clinical Grades

- Grades are earned in clinical courses based on the student's ability to apply knowledge and skill to client care, to meet the clinical objectives for the course, and to give safe, competent nursing care.
- The clinical instructor evaluates student performance after every clinical experience. Periodic written evaluations on student progress will be individually reviewed and signed by the student and faculty during student evaluation sessions.
- Responsible members of the health team may also contribute their observations of students' performance to be added to the evaluation of students.

Approved by Undergraduate Nursing Council 4/21/17; **R 02/12/2021**  
Approved by Nursing Faculty 4/28/17; R 03/22/19

## APPENDIX L: ACADEMIC PETITION/APPEALS PROCEDURE AND MATRIX

<b>Policy Number:</b>	<b>232a</b>
<b>Policy Name:</b>	<b>Academic Petition/Appeals Procedure and Matrix</b>
<b>Reviewed by:</b>	<b>Nursing Faculty</b>
<b>Last Review Date:</b>	<b>03/24/2023</b>

### 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. The petition 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)
<b>Administrative Procedures Form</b>							
# 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	4
<b>Nursing Petition Form</b>							
Complete a major with fewer than 15 hours in the major done in residence	Nursing Petition Form	1			2	3	4
Graduate with fewer than 36 upper-level credit hours	Nursing Petition Form	1		2	3		
Have a similar, but differently named, course constitute a repeat of a previous course	Nursing Petition Form	1		2	3		
Petition to waive Nursing admission requirements	Nursing Petition Form	1				2	
Taking nursing course out of sequence (progression after admission)	Nursing Petition Form	1	2		3		
Waive up to one credit of Essentials Studies Requirement (with the exception of Math, Science, Technology and Special Emphasis Courses)	Nursing Petition Form	1				2	

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>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	
<b>Other Forms</b>							
<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.

- 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
- Section change
- Override pre-requisites missing
- Time Conflict
- Department Consent

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

**APPENDIX M: UNDERGRADUATE NURSING APA STYLE AND FORMATTING GUIDES**

<b>Procedure Number:</b>	<b>419a</b>
<b>Procedure Name:</b>	<b>Undergraduate Nursing APA Style and Formatting Guides</b>
<b>Reviewed by:</b>	<b>Undergraduate Council</b>
<b>Last Review Date:</b>	<b>12/8/23</b>

**APA Integration:**

APA Style and Formatting is to be incorporated into all assignments where students are expected to seek out additional sources.

**APA Papers:**

There should be at least one formal APA paper in every semester.

**APA Rubric Guidelines:**

- APA expectations should be a separate category in all rubrics, scored separately from professionalism expectations or other assignment expectations.
- Rubrics should provide specific APA expectations, including leveling of proficiency for scoring.

**Instructor Feedback on APA:**

Faculty are encouraged to provide specific feedback for improvement.

**Curriculum Leveling:**

- Types of sources accessed should be scaffolded based on the level of support and structure needed for incremental learning. (For example, Semester 1 students cite journal articles, professional nursing organization websites, and textbooks. By Semester 4 students also cite bills/laws, videos, infographics, and governmental websites.)
- Leveling expectations for % range for each semester are outlined in the table below.

Percent of Rubric Leveling

<b>Semester</b>	<b>Assignments with APA Citations</b>	<b>Formal APA Papers</b>
<i>Semester 1</i>	10%	15-20%
<i>Semester 2</i>	10%	15-20%
<i>Semester 3</i>	10-15%	20%
<i>Semester 4</i>	10-15%	20%

\*Percentages are approximations; left up to faculty judgment.

Resources: <https://apastyle.apa.org/>

Approved by Undergraduate Nursing Council: 12/8/23



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