

# **DEPARTMENT OF NURSING UNDERGRADUATE NURSING PROGRAMS**

**2025-2026**

**Updated June 2025**

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 academic year!

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## UND 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 UND undergraduate nursing concept-based curriculum prepares professional nurses to work in a variety of settings, building upon foundational knowledge in liberal arts, sciences, and nursing.

### Baccalaureate Nursing Program Outcomes

Upon completion, BSN graduates will be able to:

- Integrate clinical judgement to provide safe, competent, and professional nursing care by utilizing evidence-based practice to improve health and transform health care.

- Displays personal and professional behaviors that develop nursing identity and portray qualities of resilience, well-being, advocacy, respect, inquiry, and leadership.
- Effectively implement safe, quality practices and proactively coordinate resources on an individual and systems-based level to improve outcomes.
- Apply collaborative, holistic practice with clients, their support systems, and the interprofessional health care team to optimize delivery and outcomes of care.
- Collaborate and engage in partnerships with populations and community stakeholders to promote health equity and social justice to enhance population health outcomes.
- Integrate best practice through technology and informatics to support professional growth and decision making while optimizing client care.

## **Bachelor of Science in Nursing Tracks**

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

### **On Campus BSN Track**

Currently the largest BSN program 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 Nursing Student Council (NSC) serves as an official channel of communication between nursing students, the CNPD nursing administration, faculty, and UND. All nursing students are members of NSC and have the opportunity to become involved in representing and promoting the nursing program through service, leadership, and participation in nursing committees to provide input into the nursing program. Engagement in NSC will help students develop leadership skills, facilitate teamwork, and gain relationships that will enhance their academic experience. Student representatives from NSC are included in Undergraduate Nursing Department committees in which value student feedback and perspective in ongoing program improvement.

The committees that include UG NSC student representatives are:

- Undergraduate Council.

- Nursing Assessment 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 email communication is sent to all nursing students regarding date, time and location... All students are encouraged to attend whenever their schedules allow. Please look for email information regarding meetings and further information for the academic year. The email correspondence will include the names of the Officers and/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 Nursing Student Association (NSA). Joining NSA will connect you with nursing students nationwide who are already taking advantage of the many programs and benefits NSA has to offer. A paid 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 NSA officers or faculty advisors. Email communication will be sent to all nursing students regarding date, time, and location of NSA meetings.

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.

## **Advisement and Registration**

### **Academic Advisement**

Each undergraduate student is assigned to an Office of Student Services (OSS) and a nursing faculty advisor. Additionally,, students in the RAIN program are assigned a RAIN advisor. Each advisor has different skills and responsibilities that help provide students with comprehensive support during their time as a pre-nursing and nursing student at UND.

### **OSS Advisor Responsibilities**

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

- 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) Provide information for additional support services on campus.
- 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 Hawk Central. Advisor assignments are available in Campus Connection, or through inquiry in the OSS office.

### **Faculty Advisor Responsibilities**

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

- Meeting with assigned students who have received academic alerts or deficiencies to discuss strategies to improve students' academic success
- Removal of academic holds (semester holds for deficiency or failing grades)
- Assistance with academic support for nursing classes
- ATI support and remediation
- Approval for academic related petitions
- Professional and career advisement
- Course related issues
- Clinical related issues
- Discussion regarding campus resources for support
- Discussions regarding internship/coop opportunities

Conflict resolution process and grievance process

### **Policy 206: Admission Criteria for On-Campus BSN Program**

UND CNPD Department of Nursing Policy Manual 206

Policy Number: 206

Policy Name: Admission Criteria for On-Campus BSN Program

Reviewed by: Undergraduate Council

Last Review Date: 03/22/2024

### **Policy**

## **Overview**

In order for students to ensure 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.

## **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.

## **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.

## **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.

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

1. 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.
2. Preference will be given to those students graduating from a high school that is located in ND and rural (as defined by HRSA)
3. 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.

Progression Criteria for Direct Admission Students:

1. One meeting per semester with Nursing OSS Advisor.
2. Must maintain a cumulative GPA of 3.5 in all UND undergraduate coursework up until admission to the nursing program.
3. 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:

1. ENGL 130: English Composition II
2. SOC 110: Intro to Sociology or SOC 115: Social Problems or ANTH 171: Cultural Anthropology
3. CHEM 116/Lab Intro Organic Biochemistry (or Chemistry 122/Lab & Biology 150/Lab, Biology 151/Lab)
4. BIMD 220/220L: Human Anatomy and Physiology I and Lab
5. 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.

### **Standard Admission:**

#### **Admission Criteria for Standard Admission:**

1. Admission to the University of North Dakota.
2. A minimum cumulative grade point average of 2.75.
3. 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.
4. Students with a previously earned bachelors' degree do not need to take ATI Teas. OSS will verify degree with UND Registrar's Office.
5. 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.

6. Completion of the following courses or equivalents with a letter grade of a C or better:

a. **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

b. **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)

c. **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.**

7. Completion of the following courses with a letter grade of C or better *prior* to beginning nursing courses:

a. **Semester 4:**

\*\*Statistics: PSYC 241, SOC 326 or ECON 210

\*\*PPT 315: Pharmacology

\*\*Psyc 250: Dev Psych

\*\*Essential studies courses (6 cr)

8. 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.

## **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.

## **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**

## **Policy 215: Admission Policy RN to BSN**

UND CNPD Department of Nursing Manual 215

Policy Number: 215

Policy Name: Admission Policy RN to BSN

Reviewed by: Undergraduate Council

Last Review Date: 02/09/2024

### **Policy**

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 program's 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

**Policy 218: RN-BSN Policies**

UND CNPD Department of Nursing Manual 218

Policy Number: 218

Policy Name: RN-BSN Policies

Reviewed by: Nursing Faculty

Last Review Date: 11/12/2021

## **Policy**

1. Credit for nursing courses may be established by direct transfer for the graduate of a regionally accredited associate degree (A.D.) program or through evaluation by the College of Nursing and Professional Disciplines (CNPD).
2. CNPD students who are graduates of associate degree programs of nursing may wear a name pin with "R.N." following their name and may sign "R.N." after their name when in a clinical site if they are currently licensed in the state of the clinical site.
3. In consultation with their faculty advisor, registered nurse students enrolled in the CNPD may be permitted to challenge nursing courses prior to the completion of prerequisite support courses.
4. Should a RN's license become encumbered, suspended, or revoked while enrolled in the CNPD, that student may be barred from clinical nursing courses contingent upon the nature of the encumbrance and CNPD resources to supervise these students. It is the student's responsibility to inform the CNPD of any change in the state of their license. Those who do not will be subject to disciplinary action.
5. 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.
  - 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.
  - 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**

## **Policy 205: Undergraduate Nursing Student Functional Abilities**

UND CNPD Department of Nursing Manual 205

Policy Number: 205

Policy Name: Undergraduate Nursing Student Functional Abilities

Reviewed by: Nursing Faculty

Last Review Date: 08/26/2022

### **Policy**

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. 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 **08/26/22**

## **Policy 409: Integration of ATI Material into Undergraduate Curriculum**

UND Department of Nursing Policy Manual 409

Policy Number: 409

Policy Name: Integration of ATI Material into Undergraduate Curriculum

Reviewed by: Undergraduate Council

Last Review Date: 01/04/2024

## **Policy**

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 and procedure for 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;  
11/12/21; 1/4/24

## **Policy 403: Grading Scale for Undergraduate and Graduate Nursing Courses**

UND CNPD Department of Nursing Manual 403

Policy Number: 403

Policy Name: Grading Scale for Undergraduate and Graduate Nursing Courses

Reviewed by: Nursing Faculty

Last Review Date: 03/26/2021

### **Policy**

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.

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**

### **Retention of Student Examinations and Graded Course Materials**

Instructors will maintain access to online exams given through Exam Soft for the current year plus an additional year. Student exams will be deleted when the time-frame has been met.

### **Policy 212: Placement for Out of Sequence Undergraduate Nursing Students**

UND CNPD Department of Nursing Manual 212

Policy Number: 206

Policy Name: Placement for Out of Sequence Undergraduate Nursing Students

Reviewed by: Undergraduate Council

Last Review Date: 02/10/2023



## **Policy**

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 appropriate 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

## **Policy 226: Probation and Dismissal from the Undergraduate Nursing Program**

UND Department of Nursing Policy Manual 226

Policy Number: 226

Policy Nam: Probation and Dismissal from the Undergraduate Nursing Program

Reviewed by: Undergraduate Council

Last Review Date: 01/14/2022

## **Policy**

Probation: Students who do not maintain minimum academic requirements as outlined in Policy 226 will be placed on Probation within the Nursing program. Students will remain on Probation for the duration of the undergraduate program.

NOTE: It is possible to be in Good Academic Standing at the University and be on Probation in the UG nursing program.

**Repeating Courses:**

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.
2. A student who withdraws from a nursing course may repeat that course only once, on a space available basis.

**Probation:**

A student is placed on probation if any of the following occur:

1. A student fails one course or has a failing grade at the time of withdrawal from a course restricted to nursing majors. Faculty must inform the Office of Student Services of the student's grade at the time of withdrawal.
2. Overall GPA drops below the required average (2.75) at the end of any semester.
3. Violation of the Nursing Code of Conduct within nursing courses  
Violation of the Nursing Code of Conduct outside of nursing courses.

**Dismissal:**

1. The final decision to dismiss a student will be made by the UG Department Chair in any one of the following situations:
  - 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.
  - B. Failure to achieve a minimum of a "C" when repeating a nursing course.
  - C. Failure to achieve a minimum of "C" in two different nursing courses.
  - D. Withdrawing with a failing grade ("D" or "F") from the same nursing course twice.
  - E. Withdrawing from 2 or more nursing classes with a failing grade in the same semester.
  - F. Withdrawal from all nursing courses without an approved leave of absence.
  - G. Failure to meet progression standards of 2.75 overall GPA for two consecutive semesters.
  - H. Failure to return from a Leave of Absence at the approved date.
  - I. Revocation or suspension of a required license or ineligibility to participate in clinical.
  - J. Student behavior that is unprofessional or unsafe to the mental, emotional, or physical welfare of clients, staff, or others.
  - K. Student behavior showing that the student is not capable of fulfilling the requirements of the program.
2. Dismissal for a course related issue may be made by the Department Chair only after attempts to resolve the issue have been held.
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 or petition can be submitted

### Dismissal due to violation of Nursing Code of Conduct

- A. A violation of Nursing Code of conduct while on probation will result in dismissal from the nursing program
- B. 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.

If a student is dismissed from a program, they are ineligible to return the program from which they were dismissed.

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

### **Policy 232: Petitions/Appeals Policy**

UND Department of Nursing Manual 232

Policy Number: 232

Policy Name: Petitions/Appeals Policy

Reviewed by: Nursing Faculty

Last Review Date: 03/24/2023

### **Policy**

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 faculty 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; 3/24/23**

## Course and Classroom Requirements

### Course Syllabus

The course syllabus will be posted on BlackBoard prior to the first course session. The instructor will provide instructions regarding syllabus review in the course orientation. The syllabus includes course policies, grading standards, academic expectations, grading, evaluation and testing requirement in the course. Students are expected to be self-directed in completing the required readings and coming to class prepared to participate in class learning experiences. The syllabus is a formal contract between the course instructor and the students. Please refer to each course syllabi to familiarize yourself with the requirements and expectations for each course.

### 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, interactive learning experiences, 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 and assignments 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 computers and portable devices 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 device unless guided by instructor for learning experiences.
- Use laptops only for class work. Students are encouraged to use their laptop computers during class to facilitate learning..
- 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.

- Pets are not allowed in learning experiences in class, laboratory, or clinical settings.
- Students may not bring children on a regular basis in lieu of childcare. In unforeseen circumstances or emergency, students may bring children after securing faculty permission. The child must not be left unattended while the parent or guardian is attending class. If the child becomes disruptive, the faculty member may require the student and child to leave the classroom. (UND Protection of Minors Involved in University-Sponsored Programs in Campus Facilities)
- 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

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.

## Policy 419: APA Style and Formatting in the Undergraduate Nursing Courses

UND CNPD Department of Nursing Policy Manual 419

Policy Number: 419

Policy Name: APA Style and Formatting in the Undergraduate Nursing Courses

Reviewed by: Undergraduate Council

Last Review Date: 12/8/2023

## Policy

### 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.

Approved by Undergraduate Nursing Council: 12/8/23

## **Student Conduct and Academic Policy**

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 and the UND Code of Student Life.

Please review the procedure for suspected violation of the Code of Conduct policy: (Link to 257a)

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.

### **Policy 257: Nursing Student Conduct Standards Policy**

UND CNPD Department of Nursing Policy Manual 257

Policy Number: 257

Policy Name: Nursing Student Conduct Standards Policy

Reviewed by: Undergraduate Council

Last Review Date: 04/12/2024

## **Policy**

### **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 and the UND Code of Student Life.

## **Conduct Standards**

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

## **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.

To create a positive learning environment, the following must occur:

1. Active engagement in learning
2. Completion of preparation for class
3. Sharing perceptions during group discussions
4. Respectfully listening to and honoring the contributions of others
5. 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
6. Maintaining confidentiality during simulation is expected

Expectations for professional behavior in the classroom, laboratory, and clinical sites include the following:

1. 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.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. 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.
8. Adhering to all course policies as stated in individual course syllabi.

Additional expectations for clinical experiences.

1. The primary responsibility of nursing students in clinical settings is the welfare of clients.

Clinical Removal:

1. 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.
2. 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.

### **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.

Cheating and unauthorized material on examinations and other assignments

1. All examinations and other assignments are to be completed by the student alone, without inappropriate assistance of any kind unless authorized by course faculty.
2. 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
3. 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.

#### Academic misconduct in online assignments

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

#### Academic misconduct in online assignments

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

#### Submitting the same assignment for different classes

1. 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.

#### Intentional dishonesty

1. 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 students' 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.
2. Gaining unauthorized access to faculty offices, email accounts, or course management services.

#### Improper collaboration and collusion

1. *Collaboration* means working together. *Collusion* means unauthorized collaboration.
2. 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.

#### Plagiarism

1. 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.

2. 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.

### **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:

#### *Violation of professional code of ethics*

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

1. This includes submitting altered, forged, or counterfeit documents.

*Theft, damaging, defacing* or unauthorized use of university, college or clinical agency property.

*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.

1. Unauthorized accessing or sharing confidential information regarding faculty, staff, or students.
2. Unauthorized accessing or sharing confidential information regarding patients in clinical settings. Refer to HIPAA training.

*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:

1. Not showing up for scheduled clinical hours or scheduled meetings with faculty or staff.
2. Not meeting deadlines set forth by faculty or staff for submission of required regulatory paperwork, verification of immunizations, or background checks.
3. Not responding to emails or phone calls from faculty, staff or clinical agency in a timely manner (2 university business days).

*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:

1. Demeaning language
2. Yelling
3. Gossiping
4. Intimidation
5. Threatening
6. Bribery
7. Instigating
8. Inflammatory written communication
9. Rudeness
10. Ostracizing
11. Violence or any other disrespectful behavior

#### *Technology*

1. 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.
2. 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.

Approved by Undergraduate Nursing Council R 04/08/16; **R 04/12/24**

Approved by Nursing Faculty: R 04/29/16; R 01/17/18; R 01/18/19

## **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.

### Suspicion of Substance use in Educational Settings

Current policy states that students may be requested to undergo a drug and/or alcohol test if there is a reasonable suspicion that they are 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

- Semester 2 faculty teaching NURS334 Pharmacology 2 didactic and lab instruction will develop educational learning experiences on IV medication administration that align with the IV medication administration policy according to Altru policies.
- Semester 2 students will begin giving IV medications at Altru according to Altru policies/UND guidelines after their educational component is completed in N334 Pharmacology 2.
- Semester 3 students will give 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 during the transport. 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.

## **Policy 245: Professional Appearance & Equipment Requirements for Undergraduate Nursing Students**

UND Department of Nursing Manual 246

Policy Number: 245

Policy Name: Professional Appearance & Equipment Requirements for Undergraduate Nursing Students

Reviewed by: Undergraduate Council

Last Review Date: 02/09/2024

## **Policy**

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>.

**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, crocs-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 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

## **Student Attendance**

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

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 and/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 related 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 educational 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 enhances the educational experience.

Students participating in a cooperative education/academic internship are paid employees of a North Dakota health care agency while they enroll and earn elective credit for this clinical experience. Students have the opportunity to perform skills learned in previous 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

## **Policy 211: Licensing Policy for Students Licensed Through a State Board of Nursing**

UND CNPD Department of Nursing Manual 211

Policy Number: 211

Policy Name: Licensing Policy for Students Licensed Through a State Board of Nursing

Reviewed by: Undergraduate Council

Last Review Date: 01/12/2024

### **Policy**

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; **R 01/12/2024**

## 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 dean or 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.

## Appendix A: Curriculum

All Curriculum Plans for Pre-nursing, BSN, and RN to BSN are located on the UND website.

## **Appendix B: Procedure 257a Nursing Student Conduct Standards Procedure**

UND CNPD Department of Nursing Policy Manual 257a

Procedure Number: 257a

Procedure Name: Nursing Student Conduct Standards Procedure

Reviewed by: Undergraduate Council

Last Review Date: 04/12/2024

### **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, or dismissal from the program.
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 a right to appeal sanctions as outlined in Department of Nursing policies 236 and 237.

Approved by Undergraduate Council R 04/08/16; **R 04/12/24**

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

## **Appendix C: Procedure 206a Admission Procedure**

UND CNPD Department of Nursing Policy Manual

Procedure Number: 206a

Procedure Name: Admission Procedure

Reviewed by: Undergraduate Council

Last Review Date: 03/22/2024

## **Procedure**

### **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

### **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; **R 03/22/2024**

## **Appendix D: Procedure 205a Undergraduate Nursing Student Functional Abilities Procedure**

UND CNPD Department of Nursing Manual 205a

Procedure Number: 205a

Procedure Name: Undergraduate Nursing Student Functional Abilities procedure

Reviewed by: Nursing Faculty

Last Review Date: 08/26/2022

## **Procedure**

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 accommodations**

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.

## **Appendix E: Integration of ATI material into Undergraduate Curriculum Procedure**

UND CNPD Department of Nursing Policy Manual 409a

Procedure Number: 409a

Procedure Name: Integration of ATI material into Undergraduate Curriculum Procedure

Reviewed by: Undergraduate Nursing Council

Last Review Date: 01/10/2025

### **Procedure**

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

1. Upon admission, students will receive information regarding payment for ATI. Any ATI review materials will be distributed at the beginning of semester one.
2. Each class is assigned a Product ID number. This code will be entered upon registration and does not need to be entered again. If a student must repeat a semester course, they will be assigned a different Product ID number assigned to that cohort.
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.
4. Faculty with any proctored ATI exam in their course will incorporate practice assessments prior to administering the proctored exam.

#### **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 take the practice exam and remediate on their results. This should be done in one setting to mimic the proctored exam by week 6-8. Students may take the initial practice assessments individually or as assigned in lab. After remediation, the practice assessment should be repeated to receive a score of 90% or greater. Failure to show proof of remediation and meet the 90% or greater score on the practice exam will result in zero points for practice and proctored assessment grades.



2. The student will have two attempts to reach the Level 2 proficiency on the proctored assessment. The student must successfully remediate between proctored attempts if a Level 2 is not achieved.
3. Each of the four core assigned proctored assessments will be worth 10% of the course grade in semesters one, two, and three. The ATI Predictor in semester 4 accounts for 15% of the course grade. The remaining non-core proctored exams are worth 5% of the course grade. 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 and a second attempt is not required but strongly encouraged.
6. If the student does not meet the proficiency level on the two 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.

### **Practice Remediation Process:**

Required for practice exams prior to the proctored attempt.

The student should follow the procedure as follows:

*Do not need to meet with faculty advisor for practice remediation. Students should analyze practice test results (blueprint) to guide the remediation. Students must use the focused review tool and complete the following remediation steps:*

1. View the ATI report focusing on the top 3 areas of weakness and content areas below 70%.
2. Create 6 ATI templates based off your 3 areas of weakness and other areas identified.
3. Complete 30 point ATI dynamic quiz questions on specified content and areas of weakness.
4. Complete the post study quiz (if applicable) (up to 30 questions) after remediation on your areas of weakness.
5. Complete online practice assessment in one setting as assigned with a 90% or greater within 1 week prior to the proctored exam. The student must wait 12 hours between attempts if 90% is not achieved. Submit the student transcript to the instructor.

6. Retake proctored exam as scheduled.

### **Proctored Remediation Process:**

Required if Level 2 benchmark is not met on 1<sup>st</sup> and 2<sup>nd</sup> attempts.

The student should follow the procedure as follows:

Meet with faculty advisor to develop a plan for remediation using ATI and/or other resources. Students should bring a copy of Proctored Assessment test results (blueprint) to guide the remediation. A docusign will need to be signed after meeting with faculty advisor and developing a plan. After meeting with faculty advisor, students must use the focused review tool and complete the following remediation steps:

1. View the ATI report focusing on the top 3 areas of weakness and content areas below 70%. Create 6 ATI templates based off your 3 areas of weakness and other areas identified with course faculty.
2. Complete 30 point dynamic quiz questions on specified content, as assigned by course faculty.
3. Complete Nurse logic 3.0 and summarize 3 key points you will implement on your next ATI retake.
4. Complete online practice assessment in one setting as assigned with a 90% or greater within 1 week prior to the proctored exam. The student must wait 12 hours between attempts if 90% is not achieved. Submit the student transcript to the instructor.
5. 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; R1/10/2020; R 11/12/21; R 1/04/2024; R 1/10/2025

## **Appendix F: ATI Schedule**

UND CNPD Department of Nursing Policy Manual 409b

Procedure Number: 409b

Procedure Name: ATI Schedule

Reviewed by: Undergraduate Nursing Council

Last Review Date: 11/12/2021

## **Procedure**

### **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

Approved by Undergraduate Nursing Council 4/21/2017; 11/17/17;  
R 12/07/2018; R 1/10/2020; **R11/12/2021**

## **Appendix G: Procedure 404h Undergraduate Nursing Exam Administration Procedure for Students**

UND Department of Nursing Manual 404h

Procedure Number: 404h

Procedure Name: Undergraduate Exam Administration Procedure for Students

Reviewed by: Undergraduate Nursing Council

Last Review Date: 10/11/2024

### **Procedure**

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 turned into course faculty 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; 05/12/23; **10/11/2024**

## **Appendix H: Procedure 403a: Undergraduate Grading Procedure**

UND CNPD Department of Nursing Policy Manual 403a

Procedure Number: 403a

Procedure Name: Undergraduate Grading Procedure

Reviewed by: Undergraduate Council

Last Review Date: 02/12/2021

### **Procedure**

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.

**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.

**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

**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

**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.



**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.

**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.

**Exams/Clinical/Lab Experience:**

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.

**Record of Grades:**

Students are responsible to know what their grades are during the course and are expected to review the gradebook frequently. Students should contact course faculty to discuss a plan to improve, if appropriate.

If an assignment is not noted in the student's gradebook on Blackboard the assignment, it is then treated as though the student did not complete the assignment. The student must provide written documentation as proof of submission of the assignment/exam for the assignment to be considered for acceptance.

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

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

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

**Incomplete Grades:**

Incomplete grades will be given in accordance with UND policy.

**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.

## Appendix I: Procedure 232a: Academic Petition/Appeals Procedure and Matrix

UND CNPD Department of Nursing Policy Manual 232

Procedure Number: 232a

Procedure Name: Academic Petition/Appeals Procedure and Matrix

Reviewed by: Undergraduate Council

Last Review Date: 03/24/2023

### Procedure

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 by 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.

### Administrative Procedures Form

Petitions/Appeals	Form to Use	OSS Advisor	Faculty Advisor	Instructor	Dept. Chair	CNPD Dean or Asso. Dean	Dean of College offering the course (if not a nursing course)
# Graduate without being enrolled:	Administrative Procedures Form	1			2	3	
# 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

## Nursing Petition Form

Petitions/Appeals	Form to Use	OSS Advisor	Faculty Advisor	Instructor	Dept. Chair	CNPD Dean or Asso. Dean	Dean of College offering the course (if not a nursing course)
Complete a major with fewer than 15 hours in the major done in residence	Nursing Petition Form	1			2	3	
Graduate with fewer than 36 upper-level credit hours	Nursing Petition Form	1				2	
Have a similar, but differently named, course constitute a repeat of a previous course	Nursing Petition Form	1		2	3		
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	

<b>Petitions/Appeals</b>	<b>Form to Use</b>	<b>OSS Advisor</b>	<b>Faculty Advisor</b>	<b>Instructor</b>	<b>Dept. Chair</b>	<b>CNPD Dean or Assc. Dean</b>	<b>Dean of College offering the course (if not a nursing course)</b>
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	Nursing Petition Form	1				2	

### Other Forms

<b>Petitions/Appeals</b>	<b>Form to Use</b>	<b>OSS Advisor</b>	<b>Faculty Advisor</b>	<b>Instructor</b>	<b>Dept. Chair</b>	<b>CNPD Dean or Assc. Dean</b>	<b>Dean of College offering the course (if not a nursing course)</b>
Take a course "off campus" within the last 30 hours in residence or within the last 15 for a subsequent degree	Last 30 petition form	1				2	
# Change a grade misrecorded in a course	Grade Change Form	1		2		3	

Petitions/Appeals	Form to Use	OSS Advisor	Faculty Advisor	Instructor	Dept. Chair	CNPD Dean or Assc. Dean	Dean of College offering the course (if not a nursing course)
Evaluate a nursing course syllabus from another school for possible transfer credit	Transfer of Nursing Credit Request	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 day to add (class units)
- Decrease # of credits through last day to add (class units)
- Change to/from S/U grading through last day to drop
- 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 nursing 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 approved petitions regarding admission, progression, and graduation.

Approved by Nursing Faculty 10/24/14; 2/27/15; R 11/15/18; **R 3/24/23**

## **Appendix J: Procedure 419a: Undergraduate Nursing APA Style and Formatting Guidelines**

UND CNPD Department of Nursing Manual 419a

Procedure Number: 419a

Procedure Name: Undergraduate Nursing APA Style and Formatting Guidelines

Reviewed by: Undergraduate Council

Last Review Date: 12/08/2023

### **Procedure**

#### **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:**

**Semester:**

Semester 1

Semester 3

Semester 3

Semester 4

**Assignments with APA  
Citations:**

10%

10%

10-15%

10-15%

**Formal APA Papers:**

15-20%

15-20%

20%

20%



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

Resources: APA Style Guidelines

Approved by Undergraduate Nursing Council: **12/8/2023**