

DEPARTMENT OF NURSING STUDENT HANDBOOK: GRADUATE NURSING PROGRAMS

2026 - 2027

Updated June 2026

Welcome Students!

I am very pleased to welcome you to the University of North Dakota. Congratulations on embarking on your new career in nursing with us. You are entering an exciting time in the delivery of health care in the state of North Dakota and throughout the nation. Your experiences with us will provide the knowledge, skills, and abilities to lead the way. During your studies at the College of Nursing & Professional Disciplines you will engage in challenging courses, exceptional faculty, and wonderful mentors. And you will meet lifelong friends and colleagues. Our faculty and staff are here to support your program of study and will assist you with all the phases of your academic journey.

We have prepared the *Graduate Nursing Programs Student Handbook* to provide you with information about academic and general student matters that can facilitate your learning experiences and interactions in the College and at UND. Upon review of the handbooks applicable to your program, you will complete the electronic DocuSign form acknowledging you have reviewed and understand the information presented. The Office of Student services will send the electronic document acknowledging handbooks via email, along with the following items:

- 1) Consent to Release Information/Release from Liability
- 2) Photograph/Video Record Image Release
- 3) Student Conduct Release Form
- 4) Student Document Consent Form

Other resources that will help you are the University of North Dakota Undergraduate and Graduate Academic Catalog and the UND Code of Student Life. These publications are available online.

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

Kris Hendrickx, DNP, ACNS-BC, FLAGF

Chair, Graduate Nursing Programs

Clinical Associate Professor

College of Nursing and Professional Disciplines

Overview.....	4
Program Outcomes.....	5
Degree Requirements.....	7
Registration	8
Technical Requirements	8
Course Load	9
Course Requirements.....	9
Program of Study.....	10
Preceptors	10
Maximum Period Allowed and Revalidation of Courses	10
Continuing Enrollment	10
Change of Track	11
Scholarships	11
Human Participants in Research	12
School of Graduate Studies Graduate Research Achievement Day.....	12
Petitions and Appeals	12
Grievance and Appeals Process	13
Policy 603: Graduate Student Clinical Failure, Probation, and Reassessment Policy	13
Procedure 603a: Graduate Student Clinical Failure, Probation, and Reassessment Procedure	15
Policy 606: Graduate Student Progression Policy	16
Policy 606a: Probation and Dismissal from the Graduate Nursing Program.....	18
Policy 609: Appointment of Faculty Advisory Committee, Change in Faculty Advisor, or Change in Faculty Advisory Committee.....	21

Policy 615: Graduate Student Leave of Absence (LOA) Policy	22
Policy 620: Clinical Placement and Preceptor Policy	24
Procedure 620a: General Clinical Placement and Preceptor Procedure	27
Policy 621: Clinical Evaluation of Nurse Practitioner Students	36
Procedure 621a: Clinical Evaluation of Nurse Practitioner Students	38
Policy 623: Graduate Nursing Student Conduct Standards	41

Overview

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

Today, given the changing needs of local, national, and global healthcare, the college currently offers:

Master's degrees in:

- Adult-Gerontology Acute Care Nurse Practitioner
- Family Nurse Practitioner
- Psychiatric Mental Health Nurse Practitioner

Doctor of Nursing Practice degrees in:

- Adult-Gerontology Acute Care Nurse Practitioner
- Nurse Anesthetist
- Family Nurse Practitioner
- Psychiatric Mental Health Nurse Practitioner
- Post Master's Doctor of Nursing Practice – Leadership Focus

A Doctor of Philosophy (PhD) Degree in Nursing

In addition, the college offers Post-Graduate Adult Gerontology Acute Care Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, and Foundations of Graduate Nursing Certificates.

Curriculum Paths

Please follow the link below to view all Curriculum Plans for the afore mentioned programs:

[College of Nursing & Professional Disciplines Curriculum Plans](#)

Program Outcomes

The University of North Dakota, College of Nursing and Professional Disciplines (CNPD), offers graduate programs leading to a Master of Science (MS) degree with a major in Nursing and a Doctor of Nursing Practice (DNP), as well as a Doctor of Philosophy in Nursing. The MS and DNP graduate programs are targeted to prepare nurse clinicians, nurse educators, and nurse administrators. The focus of the MS and DNP graduate nursing programs is based on scientific knowledge of nursing practice and education through research. The PhD in Nursing prepares nurse scientists to understand and critically evaluate the state of science, to identify gaps, and generate new knowledge that contributes to the advancement of the discipline.

In addition, the CNPD offers a post-graduate Advanced Practice Registered Nurse (APRN) certificate for APRNs who already hold a graduate nursing degree and seek to expand their clinical expertise in an additional population focus area or specialty of advanced practice nursing.

The overall outcomes of the CNPD Department of Nursing, Master of Science Nursing Program, are to prepare nurses who are able to:

- Integrate knowledge from science, humanities, theory and research into evidence-based advanced nursing practice.
- Utilize knowledge of organizational and systems leadership, quality improvement, health care technologies and policy to ensure high quality patient care.

- Participate as members and leaders of inter-professional health care teams.
- Apply advanced nursing skills in order to plan, manage and coordinate culturally appropriate health care for patient populations.

The overall outcomes of the CNPD Department of Nursing, Doctor of Nursing Practice Program, are to prepare nurses who are able to:

- Integrate nursing science with knowledge ethics, biophysical, psychosocial, analytical, and organizational science as a basis for practice and inquiry.
- Lead systems level quality improvement and safety initiatives to enhance patient outcomes.
- Evaluate evidence-based processes that address practice patterns and healthcare organizations in order to promote safe, equitable, and patient-centered care.
- Apply relevant evidence-based findings to develop practice guidelines that improve population health, the practice environment and promote safe, equitable and patient-centered care.
- Integrate technology and information systems with advanced nursing practice to improve patient care and outcomes.
- Demonstrate expertise in the analysis, formulation, and implementation process of healthcare policy.
- Collaborate effectively as a member and leader of interprofessional teams.
- Employ clinical prevention and health promotion strategies to improve population health with an emphasis on rural, diverse, and vulnerable populations.
- Demonstrate advanced levels of nursing practice, clinical judgment, and accountability to deliver optimal patient care with an emphasis on rural communities.

Outcomes of the PhD Nursing Program are to prepare nurse researchers who possess the following abilities:

- Synthesize in-depth knowledge of behavioral and environmental aspects of rural health and underserved populations.

- Discuss the need to conduct research with rural and underserved populations.
- Translate nursing research to inform healthcare practice and policy.
- Integrate philosophical and theoretical underpinnings of science to guide research.
- Conduct original research that is ethical and rigorous.
- Provide professional and research mentorship to others.
- Contribute to a global community of scholars.

The overall outcomes of the CNPD Department of Nursing, Post-Graduate Nursing Certificate Program, are to prepare nurses who are able to:

- Integrate theories, research, and experiential knowledge into the Advanced Practice Registered Nurse role.
- Apply knowledge of organizational and systems leadership, quality improvement health care technologies, and policy to ensure high quality patient care.
- Manage patient populations within the Advanced Practice Registered Nurse scope of practice in complex healthcare systems by utilizing interdisciplinary collaboration, evidence-based practice, and outcome evaluation.
- Collaborate with interdisciplinary healthcare team members to ensure effective coordination and safe transitions of care.
- Employ clinical prevention and health promotion strategies to improve population health with an emphasis on rural and underserved populations.

Demonstrated the integration of Advanced Practice Registered Nurse practice, clinical judgment, and accountability to achieve optimal patient care and improved health outcomes.

Degree Requirements

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

Registration

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

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

For various reasons, such as financial cancellation or noncompliance with the Office of Student Services, a student may be unable to register because a “HOLD” has been placed on the student’s record.

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

Students should familiarize themselves with the Dates and Deadlines posted on the Academic Calendar website for adding and dropping classes.

Technical Requirements

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

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

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

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

Course Load

A full course load for a graduate student is 9 credit hours in a semester, including summer session. A graduate student may carry no more than 15 credit hours per semester including summer session without permission of the student's advisor.

Graduate Assistants must carry at least 6 credits each semester, including a summer session. For further questions, please see the *Maximum and Minimum Academic Load* within the UND Website.

Course Requirements

Syllabi:

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

APA Requirements:

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

Retention of Student Examination and Graded Course Materials:

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

Petition Regarding Course or Program Requirements:

The first step in resolving any difference in adherence to standard policy is to speak with the respective faculty member. Most concerns can be met that way. Sometimes there are unique requests affecting a student's performance or progression, which require a

more formal approach. In those situations, the College follows the School of Graduate Studies process for resolution of petitions.

Program of Study

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

The required [Program of Study form](#) is available from the School of Graduate Studies website.

Preceptors

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

Students will complete 200-300 hours of direct care per semester during their complete clinical experience in their program (excluding the Nurse Anesthesia program). For more information, please see the [Preceptor Portal](#) within the UND website.

Maximum Period Allowed and Revalidation of Courses

For information on the maximum period allowed and revalidation of courses, please see the [Maximum Period Allowed and Revalidation of Courses Page](#) on the UND website.

Continuing Enrollment

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

university facilities or the time of faculty (i.e. laboratories, libraries, examinations, advisement, etc.).

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

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

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

Change of Track

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

Scholarships

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

Students apply for scholarships through [Scholarship Central](#), following the stated prompts. Students will automatically be considered for any scholarships for which they meet criteria, including Nursing scholarships if admitted to the Nursing program.

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

Human Participants in Research

All research which involves the use of humans as subjects, or which use human material, must be reviewed and approved by the Institutional Review Board (IRB) prior to the initiation of any research using human participants, including recruitment and screening activities. Thesis/Dissertation, Independent Study, and Capstone projects may require IRB approval. Various factors influence the length of time necessary to approve IRB applications, including the quality of the application, current volume of applications submitted and under review and type of review. IRB forms may be downloaded from the [Institutional Review Board](#) webpage.

School of Graduate Studies Graduate Research Achievement Day

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

Petitions and Appeals

Students who wish to be excused from School of Graduate Studies requirements must petition the Dean of the School of Graduate Studies on a petition form available on the School of Graduate Studies Web Page.

The forms require the written endorsement of:

1. The advisor
2. Instructor (if appropriate)
3. Department Chairperson or Graduate Program Director.

The student should state clearly and concisely:

1. The nature of the petition
2. The basis for the petition, including any supporting documentation
3. The outcome they are seeking.

Petitions should be used only in exceptional circumstances. Failure to follow policies usually does not qualify as an exceptional circumstance. Graduate students or members of the faculty may appeal decisions of the dean to the Graduate Committee.

Grievance and Appeals Process

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

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

Grievances related to any other academic circumstance follow the School of Graduate Studies [Academic Grievance page](#) printed in the Undergraduate and Graduate Academic Catalog.

In addition to the policies listed in the Department of Nursing Student Handbook, the following policies apply to students in graduate nursing programs.

Policy 603: Graduate Student Clinical Failure, Probation, and Reassessment Policy

UND CNPD Department of Nursing Policy Manual 603

Policy Number: 603

Policy Name: Graduate Student Clinical Failure, Probation, and Reassessment Policy

Reviewed by: Graduate Council

Last Review Date: 08/20/2021

Policy

1. A student may be placed on clinical probation by the Graduate Track Director for deficiencies in meeting clinical course objectives, as well as for violations of the University Code of Student Life and/or Nursing policies and procedures.
2. The student may be placed on probation at any point in the clinical course.
3. The decision to place a student on probation may include input from the graduate faculty, clinical instructor(s), and preceptors. The evaluation of the student's clinical performance is based on the professional judgment of the graduate faculty, clinical instructor(s), and/or preceptor.
4. The student will be evaluated during and at the completion of the probationary period. The Graduate Track Director may remove the student from probation, extend the probation period or recommend dismissal of the student from the program at any time.
5. The student performance plan contract may be terminated at any point by the Graduate Track Director before the probationary period is completed due to student clinical behaviors that threaten patient safety and well-being or violate professional standards. The procedure to dismiss the student from the program will then be initiated.
6. The student that does not successfully complete the student performance plan contract will receive a grade of "U" for the clinical course.
7. Decisions made by the Graduate Track Director will be based on student performance during probation, past performance in the academic program, results of probationary meetings, and all student data relative to their graduate clinical performance.

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

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

Approved by Nursing Faculty 04/29/16

Procedure 603a: Graduate Student Clinical Failure, Probation, and Reassessment Procedure

UND CNPD Department of Nursing Policy Manual 603a

Procedure Number: 603a

Procedure Name: Graduate Student Clinical Failure, Probation, and Reassessment Procedure

Reviewed by: Graduate Council

Last Review Date: 08/20/2021

Procedure

1. The student will be notified verbally of the probation and the reason(s) for the probation.
2. Within five working days of verbal notification of probation the student will be sent the *Notification of Clinical Probation Form*.
3. A meeting will be held within seven working days with the student, Graduate Track Director and faculty upon notification of clinical probation. The student is expected to participate in the meeting and will be given an opportunity to present oral and written materials.
4. If a decision is made to place the student on probation a student performance plan contract will be developed to include a probationary period, required activities, schedules for activities, and criteria for removal from probation and deadline for completion.
5. The student will be evaluated during and at the completion of the probationary period using the *Clinical Probation Reassessment Form*.
6. All documentation will be placed in the student's academic folder in the Office of Student Services at the College of Nursing and Professional Disciplines.
7. These are academic proceedings and legal representation is not allowed during these proceedings.

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

Approved by Nursing Faculty 04/29/16

Policy 606: Graduate Student Progression Policy

UND CNPD Department of Nursing Policy Manual 606

Policy Number: 606

Policy Name: Graduate Student Progression Policy

Reviewed by: Graduate Council

Last Review Date: 09/20/2024

Policy

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

Students, including non-degree seeking students, must achieve a minimum grade of B (3.00) in all nursing courses and maintain a current and cumulative grade point average of 3.00 or better. See procedure 606a for additional information.

1. A student who receives a grade of "C", "D", "F" or "U" in a graduate nursing course may repeat that course only once, on a space-available basis
2. A student who withdraws from a graduate nursing course may repeat that course only once (with prior approval from their track/program director), on a space-available basis.
3. The student in scenario a or b above must meet with their track/program director to determine if there is space in the class and cohort. If space is not available in the ensuing academic term, the track/program director may place the student on a leave

of absence up to one year; or recommend to the graduate nursing chair that the student be dismissed.

Students must adhere to all nursing policies and procedures.

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

Students who wish to withdraw from a course should see the current University Academic Catalog policy on withdrawal procedures and deadlines for instituting withdrawal procedures. Students who do not formally file withdrawal forms receive “F” grades.

Students who wish to take an “incomplete” grade in a nursing course should see the current University Catalog policy on incomplete grade. **NOTE:** a student who has an “I” in a prerequisite nursing course is not permitted to take further courses in the specified course sequence. An incomplete must be requested by the student to be considered.

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

Students must successfully complete all prerequisites before moving into the subsequent courses.

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

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

Approved by Graduate Council R 04/29/16, R 11/18/16; R 12/13/19;
R 05/15/2020; R 09/11/2020; R 09/10/2021; R 09/20/24

Approved by Nursing Faculty 04/29/16, 12/09/16, 9/20/24

Policy 606a: Probation and Dismissal from the Graduate Nursing Program

UND CNPD Department of Nursing Policy Manual 606a

Policy Number: 606a

Policy Name: Probation and Dismissal from the Graduate Nursing Program

Reviewed by: Graduate Council

Last Review Date: 05/10/2024

Policy

Probation: Students who do not maintain minimum requirements will be placed on probation. Students will remain on probation for the duration of their academic nursing program.

NOTE: It is possible to be in good academic standing at the University and be on probation within their academic nursing program.

Repeating Courses:

1. A Student who receives a grade of C, 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. Violation of the Graduate Nursing Student Conduct Standards Policy within nursing courses

Violation of the Graduate Nursing Student Conduct Standards Policy outside of nursing courses.

Dismissal:

Academic Dismissal:

- 1) The recommendation to dismiss a student can be made by the track/program director. The final decision to dismiss a student can only be made by the graduate nursing chair. Dismissal may result from any of the following situations following admission to the graduate nursing program:
 - a) Receipt of a "C", "D", "F" or "U" in any two graduate courses.
 - b) Upon recommendation of the track/program director in the event a student receives a grade of "C", "D", "F", or "U" in a graduate course, or withdraws from a graduate course without prior approval from track/program director, and space is not available to repeat the course in the ensuing academic term (see Repeating Courses).
 - c) Failure to achieve a minimum of a "B" when repeating a graduate course.
 - d) Withdrawing from any graduate course without prior approval from their track/program director.
 - e) Two graduate course withdrawals following admission.
 - f) Withdrawing from one graduate course and/or receiving a "C", "D", "F", or "U" in the same course or another graduate course.
 - g) Withdrawal from all graduate courses during a semester without an approved leave of absence.
 - h) Failure to meet progression standards of 3.00 overall GPA.
 - i) In the case of provisionally admitted students, receipt of a "C", "D", "F" or "U" during the first 12 graduate credits.
 - j) Failure to return from a Leave of Absence at the approved date or to follow the LOA policy (615).

- k) Failure to follow the progression plan and not have an approved Leave of Absence in place.
 - l) Revocation or suspension of a required license or unexcused ineligibility to participate in practicum.
 - m) Failure to disclose to the graduate chair or track/program director any adverse action taken by a granting or disciplinary body on a required license.
 - n) Failure to disclose to the graduate chair or track/program director a complaint to, or an investigation undertaken by, a granting or disciplinary body that, if found to be meritorious, would be more likely than not to result in a suspension or revocation of a required license. Provided, such disclosures shall be made in confidence and alone shall not in any event constitute separate grounds for dismissal.
 - o) Engaging in behavior that is unprofessional or manifestly unsafe to the mental, emotional, or physical welfare of clients, staff, or others.
 - p) Failure to be compliant with the Verification Policy.
 - q) Refusal or failure of a drug screen.
 - r) Failure to participate in orientation and PhD intensives. A waiver may be issued for extenuating circumstances if approved by the track/program director in advance.
 - s) Relocation to a different state after admission without prior approval from the clinical placement manager (excludes PhD in Nursing program).
- 2) Dismissal for a course related issue may be made by the graduate chair only after a reasonable attempt to resolve the issue has been made.
 - 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 the Graduate Nursing Student Conduct Standards Policy

- 1) A violation of Graduate Nursing Student Conduct Standards Policy while on probation will result in dismissal from the nursing program.

2) Violation of the Graduate Nursing Student Conduct Standards Policy 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 to the program from which they were dismissed.

Approved by Graduate Council R 05/15/2020; R 09/11/2020; 09/10/2021; 05/10/2024

Reviewed by Nursing Faculty 05/03/19; Approved/Converted to Procedure by Graduate Council 04/25/19

Reviewed by Legal Counsel 04/25/16; Approved by Graduate Council 04/29/16

Policy 609: Appointment of Faculty Advisory Committee, Change in Faculty Advisor, or Change in Faculty Advisory Committee

UND CNPD Department of Nursing Manual 609

Policy Number: 609

Policy Name: Appointment of Faculty Advisory Committee, Change in Faculty Advisor, or Change in Faculty Advisory Committee

Reviewed by: Graduate Council

Last Review Date: 12/13/2024

Policy

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

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

The rationale for communication of Faculty Advisory Committee change is that each member agrees to serve on a committee with a clear understanding of the unique contributions they are expected to provide. Change in committee membership requires

reclarification of the contributions of all committee members that result from the change in committee configuration, as well as the appropriate School of Graduate Studies form. The Graduate Program Director will inform all former and current members of any committee changes.

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

Approved by Nursing Graduate Council R 12/13/2024

Approved by Nursing Faculty 10/24/14

Policy 615: Graduate Student Leave of Absence (LOA) Policy

UND CNPD Department of Nursing Policy Manual 615

Policy Number: 615

Policy Name: Graduate Student Leave of Absence (LOA) Policy

Reviewed by: Graduate Council

Last Review Date: 09/10/2021

Policy

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

Students *who have been admitted into a graduate nursing track/program and have successfully completed at least one semester of courses* in the College of Nursing and Professional Disciplines (CNPD) may request one Leave of Absence (LOA) during their

program of study for a maximum of 12 months or to be determined per graduate track/program director.

Students must first meet with their track/program director and complete the *Graduate Readmission or Leave of Absence Form*, which may be obtained from the School of Graduate Studies website or the CNPD Office of Student Services. The completed form is then submitted to the graduate nursing chair. Academic standing, supporting documentation, clinical placement and course availability will be considered during the review process. The completed original form will be placed in the student file and a copy of the signed form will be given/mailed to the student.

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

If a student does not plan to register for that particular semester, application for an LOA must be submitted by the “Last Day to Add a Full-Term Course.” If the need for an LOA occurs during the semester, the application should be made by the “Last Day to Drop a full-term Course or Withdraw from School” or at the same time nursing courses are dropped, whichever comes first.

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

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

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

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

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

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

Approved by Nursing Faculty 04/29/16

Policy 620: Clinical Placement and Preceptor Policy

UND CNPD Department of Nursing Policy Manual 620

Policy Number: 620

Policy Name: Clinical Placement and Preceptor Policy

Reviewed by: Graduate Council

Last Review Date: 05/10/2024

Policy

- 1) UND College of Nursing and Professional Disciplines (CNPD) has a Clinical Placement Team (CPT) and staff who will coordinate approval of clinical placements for graduate clinical courses (FNP, PMHNP, Nurse ED, DNP and other courses as applicable) with support from the Track Director, and Clinical Faculty.
- 2) Clinical placements are made based on State board of Nursing regulations, CCNE accreditation, AACN essentials, NONPF competencies, program outcomes, and clinical course learning objectives.
- 3) All clinical agencies and preceptors must be approved by the program and fit the requirements of the program prior to a student beginning clinical rotations at the

agency. All clinical agencies are evaluated to ensure they will provide an effective learning environment and an opportunity for the student to achieve course learning objectives.

- 4) Preceptors may be MDs, DOs, PAs, NPs and CNS's with clinical expertise that is acceptable to the program and at least one year of clinical practice experience at a minimum.
- 5) The CNPD has several affiliation agreements with clinical agencies around the region and in several states.
- 6) An affiliation agreement must be in place with the clinical agency where a student is planning to complete clinical rotations prior to starting clinical hours.
- 7) Clinical placements are contingent upon availability at various clinical agencies and geographical areas. Specific preceptors, locations and distances from a student's home cannot be guaranteed. It is the intent of CNPD to place students near their home areas when possible; however, the availability of clinical placements varies where this may not always be feasible. The priority of the program is to allow students to meet program expectations, achieve course objectives, and acquire the clinical competencies needed for clinical practice.
- 8) Students provide the CPT with information for planning clinical placements. Timely student responses with the CPT are a priority for completing the clinical site approval process in advance of clinical courses. Students are expected to respond within 72 hours or as requested per communication.
- 9) Flexibility is expected as clinical placements may require relocation (at the student's expense) and adaptability. If no appropriate clinical placements are available in the student's geographic location, the student may be required to travel to another geographic location where an approved affiliated clinical site is available, which may include traveling to another state. Students should be prepared to travel for approved clinical placements.
- 10) State authorization requirements can affect some out of state clinical placements, and this can affect clinical site approval in a geographic area.

- 11)The CPT, track director, and clinical faculty will stay informed about state and/or facility authorizations, issues and specific learning requests that affect clinical placement.
- 12)If for some reason a student *declines or refuses an approved clinical placement identified by the CPT*, the student will need to find their own clinical placement.
- 13)Students who decline an approved clinical placement will sign a “*Clinical Declination of Assigned Clinical Placement Form*” confirming that he/she/they is declining the placement and understands that this decision may extend his/her/their program of study at CNPD.
- 14)Student clinical placements are allocated in advance; it is much harder to change a clinical placement once allocated to a student.
- 15)It is each student’s responsibility to coordinate all external activities, including work schedules, social events, and family needs, well in advance of the semester to meet the needs of the clinical site and preceptor availability.
- 16)In the event of needing to relocate a student’s clinical experiences to another clinical agency, the relocation can result in extension of the program completion date.
- 17)Failing to complete onboarding/orientation by the requested deadline will result in dismissal from that placement which may result in failure of clinical course and dismissal of that placement.
- 18)Failing to contact a preceptor in a timely manner to set up clinical schedule can result in losing that placement and may result in failure of clinical course.
- 19)Students who decline a placement offered to them by the CPT must find a replacement that is equivalent to the number of hours and population of placement offered to them by the CPT. The student must submit for approval at least 45 days prior to the clinical start date of the requested placement. Example: if a 50-hour pediatric placement was declined an equivalent 50-hour pediatric placement must be submitted.
- 20)A *perceived clinical placement conflict* after starting a clinical placement may be addressed by the student completing a “*Petition for Change of Clinical Placement Form*” and sending it to the student’s track director for review.

- 21) This is a review process; it is not meant to imply that a change will be made in the assigned placement. Requests to change placement WILL ONLY BE considered in extenuating circumstances and cannot be guaranteed. A request to change clinical placement does not guarantee that it can be made.
- 22) *Personal preference, financial hardship, or last-minute changes* will not be acceptable reasons for requesting change in clinical placement. Only if there are new extenuating circumstances identified will a change in clinical placement be considered. (e.g. Changes in your health requiring reasonable adjustments, significant personal issues such as bereavement)
- 23) 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.
- 24) Not all states allow out of state schools to deliver didactic and/or clinical practicum in their state. Therefore, if a student changes residency to a state other than that listed on their original UND application, they may not be able to continue in the program.
- 25) To avoid delays in completing clinical courses, students may need to complete the approved assigned clinical placement arranged by the CPT.

Approved by Graduate Council: 11/08/19; R 01/13/2023; 05/10/2024

Procedure 620a: General Clinical Placement and Preceptor Procedure

UND CNPD Department of Nursing Manual 620a

Procedure Number: 620a

Procedure Name: General Clinical Placement and Preceptor Procedure

Reviewed by: Graduate Council

Last Review Date: 05/10/2024

Procedure

General Clinical Placement and Preceptor Approval Procedure

GENERAL REVIEW OF INFORMATION:

Students review the *Practicum Packet* specific to their program, *Graduate student Handbook* for their degree, and materials specific to the 597 and 598 clinical courses.

Clinical placement decisions will solely be at the discretion of CNPD, and appropriateness to meet the student learning needs and clinical course objectives. Students are not permitted to start clinical at an agency until the clinical agency approval process is complete.

The Clinical Placement Team (CPT) in collaboration with the Track Director and clinical faculty will coordinate the clinical placement and preceptor approval process which includes the following:

- 1) Approval of a clinical placement is dependent on a finalized affiliation agreement between the clinical agency and CNPD.
- 2) Approval of preceptor to meet qualifications.
- 3) Approval of the clinical placement to provide a learning environment that will meet student clinical course objectives and program outcomes.

CLINICAL PLACEMENT SURVEY:

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

CONTACT AND APPROVAL OF AGENCY/SITE:

The CPT will evaluate clinical placement or preceptor recommendations from students and make the initial agency contact for obtaining approval for a student to complete clinical at the agency.

Once the initial contact is made, the individual clinical agency determines if they can accommodate a student for a clinical placement and will identify a preceptor.

Not all clinical or preceptor recommendations from students are guaranteed to work out, as the clinical agency approval is dependent on the individual clinical agency availability to take a student for a clinical placement.

Students may not get to choose who they want for their preceptor at the agency.

All clinical placements depend on capacity, suitability, and professional organization requirements in order to accommodate a student for clinical placement. It is not uncommon for students to be turned down for placement.

There is no guarantee that a student can complete a clinical placement at an agency where they are currently employed.

Students should be prepared to travel to approved clinical placements.

A student may submit a "Preceptor Intent Form" for any Preceptor that has committed to precept a student in advance. A student can communicate this information to the CPT by completing this form.

- 1) If a student has submitted a "Preceptor Intent Form" to the CPT, the CPT will follow up with the agency and begin the approval process.
- 2) There is no guarantee a "Preceptor Intent Form" will be approved, as the clinical agency will need to approve the clinical placement before a student can be placed at the agency, even if the preceptor has agreed to precept the student.

Clinical placements will be approved by the CPT for the minimum number of clinical hours required in the clinical courses.

- 1) Any student who chooses to complete additional clinical hours over the minimum number of required hours in a semester, may complete them at the discretion of their current preceptor and clinical instructor.

- 2) The CPT will not find additional clinical placements for clinical hours over the minimum required clinical hours for the course.
- 3) Additions or changes to a student's clinical placement rotations are not accepted after 45 days prior to the upcoming semester.

Students should respond to all communications from the CPT in a timely manner to avoid delay to the start of clinical rotations.

All students are expected to follow through on requests related to clinical agency placement from the CPT (interview, onboarding requirements, resume).

- 1) Some requests can occur prior to the start of clinical rotations.
- 2) Delayed response by students may delay the start of clinical or could result in the clinical placement not being approved by the agency.

PROCESS FOR AFFILIATION AGREEMENTS

Prior to placing a student in any clinical placement, a *signed affiliation agreement must be approved*.

Currently, the CNPD has affiliation agreements with multiple clinical agencies across the region and in many states. Approved clinical placements with affiliation agreements in place may be a priority over an agency that does not already have an affiliation agreement with CNPD.

The CPT will determine whether an active affiliation agreement is in place with the CNPD prior to placing a student in any clinical agency.

The CPT will evaluate all *new* clinical agencies that do not have affiliation agreements with the CNPD to start the clinical agency approval process and obtain an affiliation agreement.

- 1) Sufficient time must be allotted to process a new clinical placement if the CNPD doesn't already have an affiliation agreement on file with the clinical agency.
- 2) If there is not an active affiliation agreement in place, the CPT will initiate the process of obtaining an affiliation agreement that is approved by the UND legal department.

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

VERIFICATIONS PRIOR TO THE START OF CLINICAL (POLICY #247)

Students will be reminded to complete CNPD verifications according to policy #247 prior to the start of clinical.

Students will not be able to begin their clinical rotations until all verifications have been submitted and approved by the Office of Student Services (OSS).

Any student who fails to complete, submit and allow review of required verification documentation by the specified due dates *will be held from attending clinical and didactic courses* until the verification requirements are completed.

ONBOARDING PRIOR TO THE START OF CLINICAL (AGENCY REQUIREMENTS)

Prior to beginning any clinical rotation, each clinical placement may have *additional onboarding* requirements that will be the responsibility of the student to comply with before beginning the clinical experiences. (e.g., additional criminal background checks, fingerprinting, drug screen, immunizations, interview, resume/CV, or additional documents) *The CPT will provide information on an individual basis with each student*

as needed and will ask students to upload this additional documentation to Typhon prior to starting clinical.

Evidence that onboarding requirements were met must be submitted and approved by the CPT prior to the start of any clinical rotation.

- 1) Students will not begin clinical rotations until documents are approved by the CPT. Students will communicate with the CPT prior to starting clinical to verify that onboarding requirements for the agency have been completed.
- 2) The CPT will confirm that all required paperwork has been submitted, is complete and free of potential issues.

Students failing to submit any required documentation by the due date will need to meet with their Track Director.

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

FINAL COMMUNICATION OF APPROVAL OF CLINICAL PLACEMENT/PRECEPTOR

The *CPT in collaboration with the Track Director and clinical faculty* will coordinate the clinical placement and preceptor approval process.

- 1) Students are not permitted to start clinical at an agency until the clinical agency approval process and preceptor approval is complete.
- 2) Each student will be notified about their clinical placement, including contact information, by the CPT prior to the start of their clinical course.
- 3) Each student is required to complete the *Practicum Placement Checklist* by the due dates set by the CPT prior to each semester.

Once the Practicum Placement checklist is signed off by the CPT the form is uploaded to Typhon by the student.

The CPT will finalize the approval process by confirming in Typhon with the statement, "Cleared to start (semester, year) clinicals".

Students may begin their clinical experiences after approval is confirmed in Typhon.

PRECEPTOR NOT APPROVED FROM PRECEPTOR INTENT FORM

If the preceptor or clinical placement is not approved, a new search for clinical placement will begin.

- 1) Recommendations will be sent to the CPT. If the student is unable to find an appropriate preceptor, or clinical agency the student is expected to contact the CPT and Track Director to determine an appropriate course of action.

The CPT, Track Director and the student will work together to find the best solution for clinical placement.

This could cause a delay to the start of clinical.

In the event that no appropriate clinical placements are available in the student's geographic location, the student may be required to complete clinical placement at a clinical agency that has an affiliation agreement with CNPD. This may require relocation (at the student's expense) or completing clinical rotations in another state at an agency that has an affiliation agreement with CNPD. Students should be prepared to travel for approved clinical placements.

STUDENT RELOCATION (POLICY 606)

Notify the Clinical Placement Manager (CPM) as soon as possible if you are *planning to leave the geographic location* listed on the initial application to your program of study.

The student must provide the CPM any change of address, contact information, or change in licensure. (This includes moving or changing geographical locations after informing the CPM about potential clinical placements from your previous physical location.)

- 1) If a clinical placement is already arranged for the student, the CNPD is not responsible for guaranteeing a clinical placement if a student changes residency, geographic location or is unable to travel to participate in the assigned clinical placement.

- 2) Not all states allow students to complete clinical practicum or online didactic coursework in that state. For more information, please access the [State Authorization Reciprocity Agreement \(SARA\)](#). Students should contact the state board of nursing in the state where they are moving or where they live for clarification. Please contact the CPM for information about whether CNPD has access for clinical placement.
- 3) If a student anticipates any changed circumstances for geographic location, the student must inform the CPM as soon as possible.

STUDENT CONTACT WITH CLINICAL AGENCIES ABOUT CLINICAL PLACEMENT

Some clinical agencies have requested that only the CPT contact the agency via the agencies' designated clinical placement personnel. Do not contact preceptors at these specific clinical agencies. There is a list of clinical agencies that do not want students to call available each semester from the CPT

Direct contact of preceptors or any clinical agency on the "Do not Call" list by a student may jeopardize the working relationship between the agency and the CNPD and could result in disqualification of the student for that placement.

If you are unsure about a clinical agency, email the CPT for guidance.

If a student knows a professional colleague or community contact who may be willing to precept, they should complete the "*Preceptor Intent Form*."

Students must respect the request of the clinical agency.

DECLINING CLINICAL PLACEMENT

The CPT will assist each student with finding a clinical placement. If for some reason a student *declines or refuses the approved assigned clinical placement*, the student will need to find their own clinical placement. Students who decline a clinical placement identified by the CPT will be required to sign the "*Clinical Declination of Assigned Clinical Placement Form*" confirming that he/she/they are declining the placement and understands that this decision may extend his/her/their program of study here at CNPD. Student clinical placements are allocated in advance, as it is much harder to change a clinical placement once allocated to a student.

It is each student's responsibility to coordinate all external activities, including work schedules, social events, and family needs, well in advance of the semester to meet the needs of the clinical placement and preceptor availability.

In the event of needing to relocate a student's clinical experiences to another clinical agency, the relocation may result in extension of the program for the student.

Failure to attend an interview arranged by the CPT for a potential placement and not meeting deadlines set by the clinical sites or the CPT will be treated as a declination of clinical placement and the student will be responsible for finding their own placement for the designated semester.

Students who decline a placement offered to them by the CPT must find a replacement that is equivalent to the number of hours and population of placement offered to them by the CPT. The student must submit for approval at least 45 days prior to the clinical start date of the requested placement. Example: if a 50-hour pediatric placement was declined an equivalent 50-hour pediatric placement must be submitted.

CHANGE OF CLINICAL PLACEMENT

A perceived clinical placement conflict after starting a clinical placement may be addressed by the student by completing a *"Petition for Change of Clinical Placement Form"* and sending it to the Track Director to review for appropriateness. A request to change clinical placement does not guarantee that it can be made.

Requests to change placement WILL ONLY BE considered in extenuating circumstances and cannot be guaranteed.

- 1) Try not to pre-judge the quality or relevance of a placement based on hearsay or opinions of other students. What students get out of a placement learning experience depends on 'what he/she puts into the learning' and is very individual.
- 2) *Personal preference* is not considered a valid reason to request a change in placement. All clinical placement allocated are deemed relevant and will offer appropriate learning opportunities.

- 3) *Financial hardship is not considered a valid reason for requesting a change in placement.* Please prepare ahead of time to find a balance with work and school commitments prior to the start of your clinical placement.
- 4) *It will NOT be acceptable to make changes last minute* unless there are new extenuating circumstances identified. (e.g. Changes in your health requiring reasonable adjustments, significant personal issues such as bereavement)
- 5) Track directors will try to resolve the conflict if possible, to avoid reassigning students to a different clinical placement.
- 6) If conflict cannot resolve, the petition will be forwarded to the CPT for consideration of an alternative clinical placement for the student.
- 7) Alternative clinical placement for the student could result in extending his/her/their program of study at CNPD.

Reviewed by Nursing Graduate Council R 02/14/2020 R 05/10/2024

Policy 621: Clinical Evaluation of Nurse Practitioner Students

UND CNPD Department of Nursing Policy Manual 621

Policy Number: 621

Policy Name: Clinical Evaluation of Nurse Practitioner Students

Reviewed by: Graduate Council

Last Review Date: 01/08/2021

Policy

The clinical evaluation of nurse practitioner students is essential to assuring that graduates possess safe, competent, effective clinical skills needed for entry into professional practice as advanced practice nurses. Clinical evaluation of nurse practitioner students is an essential component of quality professional education. This policy will address how nurse practitioner students are evaluated by the University of North Dakota nurse practitioner faculty.

NURSE PRACTITIONER TRACKS:

The UND graduate nursing program has three nurse practitioner tracks:

- 1) Family Nurse Practitioner
- 2) Adult-Gerontology Primary Care Nurse Practitioner
- 3) Psychiatric-Mental Health Nurse Practitioner

CLINICAL COURSES:

- 1) Each nurse practitioner track at UND has three clinical courses.
- 2) Students in each track must complete each of the three clinical courses, consisting of two hundred (200) hours of clinical practice each, under UND nursing faculty's supervision, in collaboration with an approved preceptor.

RESPONSIBILITY FOR EVALUATION:

- 1) The ultimate responsibility for evaluation of the student's clinical performance rests with the UND nursing faculty.
- 2) UND nursing faculty members gather considerable information on student performance throughout the clinical course and use it in an integrative manner to determine whether students pass or fail the clinical course.

EVALUATION COMPONENTS:

- 1) UND nursing faculty will base the student's final grade on information contained from a variety of sources, including but not limited to:
 - a) Performance in the clinical course (assignments submitted)
 - b) Ongoing communication with the approved preceptor
 - c) Review of clinical documentation
 - d) Direct observation of the student in the clinical environment, when indicated
 - e) Other relevant sources of information not explicitly mentioned herein may be relevant to evaluating the student's performance (e.g., feedback from agency administration, feedback from clients, feedback from other providers who interfaced with the student, etc.)
- 2) The goal is to obtain as comprehensive an evaluation as possible to make informed decisions about the student's overall clinical performance.

- 3) Evaluation criteria are based on an amalgamation of:
 - a) Learning objectives for each clinical course
 - b) Standards of professional practice for the respective nurse practitioner track in which the students enrolled
 - c) End of program objectives

Other standards identified as necessary to the profession in general and the student's track specific discipline.

PRECEPTOR INPUT INTO STUDENT GRADE:

- 1) Not only does UND nursing faculty welcome input from the student's approved preceptor, but such information is actively sought through a midterm and final written evaluation collected through our clinical software system.
- 2) Approved preceptors are contacted at the beginning, middle, and conclusion of the student's clinical course to learn about student performance at the approved clinical site.
- 3) Preceptors are provided with a copy of the course syllabus, which includes course objectives at the beginning of each clinical rotation with the approved preceptor.
- 4) Preceptors are encouraged to contact UND nursing faculty with any questions, comments, or concerns which may arise involving the student throughout the clinical rotation at the approved site.

While preceptor input into the student's grade is actively sought, the preceptor cannot "pass," "fail," or in any other way issue a grade for the UND student.

Approved by Nursing Graduate Council: **01/08/2021**

Procedure 621a: Clinical Evaluation of Nurse Practitioner Students

UND CNPD Department of Nursing Policy Manual 621a

Procedure Number: 621a

Procedure Name: Clinical Evaluation of Nurse Practitioner Students

Reviewed by: Graduate Council

Last Review Date: 01/08/2021

Procedure

This procedure accompanies Policy 621 and addresses how the Nurse Practitioner (NP) track students will be evaluated in their clinical courses.

FACULTY EVALUATION OF STUDENT

Case documentation

- 1) Students compose clinical documentation of cases they have participated in during clinical.
- 2) The documentation is uploaded into Blackboard.
- 3) Faculty review and grade documentation based on rubric in Blackboard.
- 4) The expectation is to upload documentation of at least two cases, or more based on faculty discretion, during the clinical course for grading.

Case Conferences

- 1) Students attend mandatory case conferences with their assigned clinical faculty.
- 2) Students present a case to their clinical group and are graded on presentation, content, and discussion based on rubric in Blackboard.

Mid-term Evaluation

- 1) The student performs a history and physical exam on a patient in the clinical environment, observed by the preceptor. The preceptor assesses and discusses the student performance. They will then complete documentation on a paper form and sign the form upon completion. The student will countersign the form and then upload it to Blackboard. This is performed prior to the teleconference with the faculty.
- 2) Faculty reviews the history and physical exam, incorporates this feedback into their own mid-term evaluation of the student.

- 3) Faculty schedule a tele-conference with the preceptor and student during week 7 of the clinical rotation.
- 4) Faculty complete the mid-term evaluation form in the electronic clinical tracking system based on this tele-conference.

Observed Simulated Clinical Encounter Evaluation (OSCE)

- 1) Will be live or virtual (synchronous) depending on track and semester of clinical experience
- 2) Faculty are responsible for creating clinical scenario appropriate for the learner based on semester of clinical experience.
- 3) Faculty will document via the electronic clinical tracking system evaluation, grade for OSCE entered into Blackboard.
- 4) OSCEs will be scheduled for the final two weeks of the semester.

Final Evaluation

- 1) Preceptors will complete their final assessment of the student via the electronic clinical tracking system. This is to be completed prior to the student meeting with faculty for their final evaluation session.
- 2) Faculty will review the assessment and incorporate feedback into their final evaluation of the student.
- 3) Faculty will schedule the final evaluation with the student during the final two weeks of the semester.

FACULTY – PRECEPTOR COMMUNICATIONS

- 1) Faculty will send an initial email to every preceptor for each student each semester.
 - a) Students must complete their schedule in the electronic clinical tracking system to allow faculty to communicate with all preceptors.
 - b) Email will include the faculty's direct contact information.
- 2) Mid-term communication will be a conference call documented via the mid-term faculty evaluation of student in the electronic clinical tracking system.
- 3) End-of-term communication: The preceptor will complete the student assessment in the electronic clinical tracking system.
- 4) Items warranting additional formal preceptor-faculty teleconference:

- a) Preceptor concerns on student performance or safety.
 - b) Faculty concerns on student performance of safety.
 - c) Mid-term faculty evaluation of student below 83%.
 - d) OSCE score below 83%.
 - e) Final faculty evaluation below 83%.
- 5) If the learner's clinical performance does not meet expected evaluation criteria, faculty will refer to the policy and procedure on Clinical Failure, Probation and Reassessment (Policy 603).

Approved by Nursing Graduate Council: 01/08/2021

Policy 623: Graduate Nursing Student Conduct Standards

UND CNPD Department of Nursing Policy Manual 623

Policy Number: 623

Procedure Name: Graduate Nursing Student Conduct Standards Policy

Reviewed by: Graduate Council

Last Review Date: 03/11/2022

Policy

INTRODUCTION:

The College of Nursing and Professional Disciplines (CNPD) Department of Nursing seeks to promote and ensure professionalism among graduate 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

School of Graduate Studies Standards of Professional Conduct Policy

CONDUCT STANDARDS:

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. To create a positive learning environment and achieve high professional standards the following professional behavior in the classroom, laboratory, and clinical sites include:

- 1) Arrive or log-in to class/clinical on time. Attendance and promptness are required. Practicing professional behaviors includes the expectation that you inform the course faculty/preceptor that you cannot attend class/clinical, prior to the start of class/clinical. Attend class/clinical in its entirety, unless prior approval to leave early has been given by course faculty/preceptor.
- 2) Completion of preparation for class. 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) Active engagement in learning. Remain alert and attentive throughout class. Do not participate in other activities during class, etc. Side conversations or other disruptive behavior is unprofessional.
- 4) Sharing perceptions during group discussions.
- 5) Treating peers, colleagues, agency personnel, faculty, staff, and clients with civility. Respectfully listening to and honoring the contributions of others using appropriate professional verbal and non- verbal communication skills to include honesty, integrity, and respect in their interaction, including face-to-face, virtual conferencing, email, and course discussion.
 - a) Incivility, Bullying and Workplace Violence (American Nursing Association Position Statement Conduct Standards-Tab E)
- 6) Adhering to all course policies as stated in individual course syllabi.

ACADEMIC MISCONDUCT

Academic misconduct encompasses all kinds of academic dishonesty, deliberate or unintentional. Any suspected instance of misconduct will be investigated. The following

list of examples is not exhaustive and occurrences of other types of suspected misconduct will be investigated.

1. Cheating

- a. All examinations and other non-group assignments are to be completed by the student alone, without inappropriate assistance of any kind unless authorized by course faculty.
- b. Assisting another student to cheat is academic misconduct. 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 or in an unauthorized manner to complete their own exam or assignment.

2. Intentional Dishonesty

- a. Obtaining an excused absence, an extension on a due date, a makeup examination, an incomplete, etc. under false pretenses is considered academic dishonesty.
- b. It is academic dishonesty to steal, destroy, or alter another students' work.
- c. Providing false information, withholding required information, or altering any information regarding coursework including but not limited to proctoring services is considered academic dishonesty.
- d. Misrepresenting attendance in a course or practical experience is academic dishonesty.

3. Improper Collaboration and Collusion

- a. **Collaboration** is the act of working together on a shared project. **Collusion** is a secret agreement for fraudulent purposes.
- b. Study groups and working together is encouraged. However, each student must complete their own work that demonstrates their own individual efforts at meeting assignment and course objectives.
- c. Collusion is reasonably suspect when a student's work is identical or very similar to another student's work when individual variations would be expected.

4. Plagiarism

- a. Plagiarism is the most common form of academic misconduct. Plagiarism is the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work, regardless of intention. All types of work submitted by students are covered by this definition including written assignments, diagrams, and pictures.
- b. The following rules apply:
 - i. Submission of the same or substantially similar work of another person without proper acknowledgement of the source.
 - ii. Improper documentation of quotes, words, ideas, or paraphrased passages taken from published or unpublished sources without proper acknowledgement of the source.
 - iii. 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.
 - iv. Use of another student's work while representing it as your own.
 - v. Unauthorized submission of a paper as original work in one course when credit has been received in another course.
 - vi. 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:

- 1) Violation of professional code of ethics.
- 2) Falsifying information of any kind or misrepresenting information to the college or university.
 - a) This includes submitting altered, forged, or counterfeit documents
- 3) Theft, damaging, defacing or unauthorized use of university, college or clinical agency property.

- 4) 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.
 - a) Unauthorized accessing or sharing confidential information regarding faculty, staff, or students.
 - b) Unauthorized accessing or sharing confidential information regarding patients in clinical settings. [Refer to HIPAA training.](#)
- 5) Personal Responsibility: Students of the Department of Nursing are expected to conduct themselves in ways that will 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:
 - a) Not showing up for a scheduled clinical interview, scheduled clinical hours, or scheduled meeting with faculty or staff.
 - b) Not meeting deadlines set forth by faculty or staff for submission of required regulatory paperwork, verification of immunizations, or background checks.
 - c) Not responding to emails or phone calls from faculty, staff or clinical agency in a timely manner (2 university business days).
- 6) 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:
 - a) Demeaning language
 - b) Yelling
 - c) Gossiping
 - d) Intimidation
 - e) Threatening

- f) Bribing someone
 - g) Instigating
 - h) Inflammatory written communication
 - i) Rudeness
 - j) Ostracizing
 - k) Violence or any other disrespectful behavior
 - l) Cursing
- 7) Technology: 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.
 - 8) 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.
 - 9) Social Media Guidelines: Refer to the Department of Nursing Student Handbook

Reviewed by Graduate Council: R 03/22/2022