

**NDSU**

COLLEGE OF  
PHARMACY, NURSING,  
AND ALLIED SCIENCES

# **Nursing Undergraduate Handbook 2011-2012**

August 2011

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## INTRODUCTION

Welcome to the College of Pharmacy, Nursing, and Allied Sciences. We are excited that you are a student in our professional program and I want to provide for you some information that I hope will be of assistance to you during your academic endeavors with us.

A very important person during your time with us is your advisor. This faculty member is available to assist you in planning your program of studies and is prepared to answer questions about course requirements. However, your advisor cannot decide your life plans for you; he/she is here to help you but the final decisions are yours. For these reasons, I urge you to meet regularly with your advisor. Do not hesitate to seek help if you should have academic difficulties. Faculty and staff are willing and prepared to work with you on an individual basis. In addition, as you advance in your professional study you will be interested in the career options available to you. Such information can be found in our Administrative Office, Sudro 123, as well as in the Health Sciences Library, Sudro 135, and our Annual Career Fair in September. Please ask for help if you need assistance in career planning.

The professional curriculum is designed to teach you to become independent learners, not to "spoon-feed" you the material. Therefore, students are expected to take a very active role in their education and take responsibility for their own learning. Student active learning is a major emphasis of our program. You will be asked to apply your knowledge, dig for the answers to questions, communicate both verbally and in writing, critically think and problem-solve through case discussions, and participate in numerous experiential activities. I encourage you to ask questions in class and to learn by understanding and applying the material presented rather than by simply memorizing factual information. It is only when you understand the concepts and principles that you are able to solve problems and gain the ability to teach yourself. The goal of our curriculum is for you to achieve the necessary life-long learning skills which will become important to you in your future career as a health professional to be able to "keep up" with the plethora of new knowledge and with our rapidly changing health care system.

We desire to provide a positive learning environment for all students here within the College and we strive to continually improve our program. Students are a very important part of this process and we actively solicit your input and active participation through various formats. Students are elected from each class to serve on the Dean's Student Liaison Committee. This committee meets with the Dean or his representative throughout the year to bring student concerns to the attention of the administration. In addition, the College holds a Deans' Open Forum each semester to allow students an opportunity to interact directly with the Dean on matters of interest and concern to students. We encourage you to use these sources as well as visits with faculty, or any of the members of the staff in our Administrative Office whenever you have issues that need to be brought to our attention. In addition, I encourage you to become actively involved with your profession by joining one of our student professional organizations. This is a great way to learn about what's going on within your profession and begin contributing to the advancement of your future professional practice.

This "Handbook" is devoted to academic information to help enhance student success within our program. We hope you find it helpful to you. I wish you much success in your educational pursuits and in your later professional practice.

Best wishes to you for a successful year!



Charles D. Peterson, Pharm.D.  
Dean, NDSU College of Pharmacy, Nursing, and Allied Sciences

# College of Pharmacy, Nursing, and Allied Sciences

## [www.ndsu.edu/pharmacy](http://www.ndsu.edu/pharmacy)

*Please note that additional policies and procedures not contained in this document apply to students in the college. Those policies and procedures are contained in the College Policy manual ([www.ndsu.edu/pharmacy/college\\_information/policy\\_manual](http://www.ndsu.edu/pharmacy/college_information/policy_manual)).*

## ACADEMIC REVIEW

**Pre-Pharmacy:** By **JANUARY 1** of the sophomore year, all pre-pharmacy students seeking an entry-level Pharm.D. degree in Pharmacy **must** apply for admission to the professional program (final four years) by submitting a supplemental application and transcript materials. Completion of all pre-pharmacy courses and a cumulative G.P.A. of at least 3.0 is required for consideration for admission to the professional program which is competitive and limited. Residents of North Dakota will be given primary consideration. Residents from states other than North Dakota who attend NDSU will also be given partial residency credit. The PCAT (Pharmacy College Admission Test) is required. **The College requires that students take one of the following exams - July or September 2011 if applying for 2012.** We will accept PCAT scores from exams taken beginning with June of 2008 (not before). A personal interview is part of the admissions requirement for applicants in the final pool.

**SUPPLEMENTAL APPLICATIONS MUST** be completed for the professional pharmacy program and are available on-line at: [www.ndsu.edu/pharmacy](http://www.ndsu.edu/pharmacy).

## BACKGROUND CHECK

North Dakota State University is committed to providing an atmosphere that encourages learning, the exchange of ideas and interacting with one another in a safe environment. NDSU (and the College of Pharmacy, Nursing, and Allied Sciences) reserve the right to refuse admission or re-enrollment or to place conditions on admission or re-enrollment of applicants and former students, or in certain instances, suspend or terminate the enrollment of students, who NDSU and/or the College of Pharmacy, Nursing, and Allied Sciences determine represent a safety risk to NDSU or the College students, employees, property, or affiliated teaching sites and their employees and patients.

The North Dakota University System (NDUS) Policy 511 requires criminal background checks and FBI checks for students in certain majors (see also NDSU Policy 607).

The College of Pharmacy, Nursing, and Allied Sciences at NDSU utilizes criminal background checks as well as FBI checks on students enrolled in our majors to help the College identify individuals who may be a risk to our people, property, and programs. Students who do not comply with the background checks, release of information, and the required deadlines for procuring background checks will be prevented from registering for and/or attending classes.

## CURRENT COMPETENCY

Selected core courses in biology, chemistry and math must not be more than seven (7) years old at the time of application. Current competency must be demonstrated if a student wishes to utilize older coursework. (Coursework that is more than seven (7) years old does not fall under the rule "Repetition of Pre-Pharmacy Core Courses.")

## DEGREES

The College of Pharmacy, Nursing, and Allied Sciences offers the following degrees:

1. Nursing: BSN, MS, DNP
2. Pharmacy: Pharm.D.
3. Graduate Study in Pharmaceutical Sciences: M.S., Ph.D.
4. MPH: Enrolling the first class fall semester 2012.
5. Pharm.D./MBA: In conjunction with NDSU College of Business. (Students must be admitted to the Pharm.D. program first to be considered for this option.)
6. Pharm.D./Ph.D.: In conjunction with the Department of Pharmaceutical Sciences
7. Allied Sciences: Medical Laboratory Science, Radiologic Sciences, Respiratory Care: BS

## EXPERIENTIAL PLACEMENT

Students in the pharmacy program will be assigned for experiences away from the Fargo-Moorhead community for extended periods of time for their experiential coursework (Introductory Pharmacy Practice Experience and Advanced Pharmacy Practice Experience). Students are responsible for housing, board and travel expenses during these experiences.

Pharmacy students must register as a Student Intern with the North Dakota State Board of Pharmacy and must pay all Board internship fees to be eligible for the experiential program. Students with experiential placement in Minnesota must also register in Minnesota.

## HEALTH INSURANCE

Students in the College of Pharmacy, Nursing, and Allied Sciences are required to have adequate health insurance coverage, in case they require health care or hospitalization while they are enrolled.

The College does not provide health insurance for students, at any time while enrolled. Students are not covered by worker's compensation through NDSU or clinical agencies. We hope you find the following links helpful in procuring health insurance: <http://www.hthstudents.com> or <http://www.acsa.com/plans/healthapp/index.asp>.

Insurance company and policy number will be provided by the student to the assistant in the department in which the student is enrolled before any experience in the clinical areas. Insurance may be obtained through the University or a company selected by the applicant.

## HEALTH VACCINES/EXPOSURE TO BIOHAZARD

During portions of the training program for Pharm.D. students, the clinical experience of the Baccalaureate Nursing program, and Allied Sciences' internships, a student may be exposed to blood and body fluids of patients. Along with this exposure is the risk of Hepatitis B infection. Documentation of the completed Hepatitis B vaccination series or a signed waiver is required prior to participation in experiential education. The full vaccination against Hepatitis B requires a six-month series of three shots. You can obtain the Hepatitis B vaccine from your healthcare provider, or from the NDSU Student Wellness Center. If you choose to get your immunizations at the Student Wellness Center, appointments are required.

Testing is required for TB (tuberculosis) annually for students in the Pharm.D. program, the Nursing program, and before participating in an Allied Sciences job shadow or internship. Pharm.D. students are required to complete a two-step tuberculosis screening during their first professional year, a one-step tuberculosis screening during their second professional year, and a final two-step tuberculosis screening during their third professional year. Pharm.D. students may also be required to complete additional tuberculosis screenings and/or immunizations as required by the practice sites.

## **PRE-PHARMACY MAJORS**

The faculty reserve the right to change rules and regulations including those relating to admission, instruction and graduation. Such changes may apply to prospective students, as well as students already enrolled. Changes will be shared with students in a timely manner. However, it is the responsibility of the student to periodically contact their advisor or the Dean's Office to obtain current policies.

## **PROFESSIONAL DRESS**

Students are to dress appropriately during any experiential/dispensing laboratory component of the program in order to promote and maintain a positive professional image. Appropriate, professional clothes are to be worn when representing the College on any experiential assignment or professional association activity. For additional information, see College Policy 3.09.

## **PROFESSIONAL LIABILITY INSURANCE**

Pharm.D. students are required to have professional liability insurance prior to participating in any experiential activity during the professional program. NDSU provides professional liability insurance coverage for all students in experiential rotations in amounts up to \$1,000,000 per occurrence and \$5,000,000 aggregate (North Dakota Risk Management Fund: NDCC Ch.32-12.2). Students who work may wish to purchase additional coverage because this insurance only covers educational endeavors.

## **REPETITION OF PRE-PHARMACY CORE COURSES POLICY 2.21.1**

No pre-pharmacy core course (i.e. course grade listed with \* and included in GPA for admissions purposes) may be repeated more than once. The grade received during the student's second attempt will be used in evaluation for admission. The number of pre-pharmacy core courses which may be repeated is limited to three. If more than three core courses are repeated, the college has the option to either accept the three courses with the lowest grades or decline the student's application to the pharmacy program.

To replace a grade for a course taken at NDSU, that course **MUST** be repeated at NDSU. The one exception is that NDSU students may register for a Tri-College course to repeat a course previously taken at NDSU.

## **SCHOLARSHIPS AND AWARDS**

The College of Pharmacy, Nursing, and Allied Sciences has a limited number of scholarships and awards available for assistance to students. Applications for scholarships and awards are available February 1, of each calendar year, in the wall rack outside the Office of the Dean of the College and on the college web page ([www.ndsu.edu/pharmacy](http://www.ndsu.edu/pharmacy)). Deadline for receiving the application in our office is the Friday before Spring Semester Break.

Information pertaining to scholarships is posted on the bulletin board outside the Office of the Dean. Application forms are placed there whenever they are available. Students should check this area periodically to obtain information on new scholarships and awards.

**NOTE:** Specific information related to criteria for selection of scholarship recipients is available in the Office of Advancement in Sudro Hall 120.

## **STUDENT ACADEMIC AND CONDUCT STANDARDS POLICY 3.01**

(revised April 21, 2011)

### **Introduction**

The mission of the NDSU College of Pharmacy, Nursing, and Allied Sciences is to educate students and advance research and professional service in pharmacy, nursing, and allied sciences. The College has established professionalism and ethics as one of its core values.

Pharmacists, nurses, and other allied health care professionals must live up to the high ideals of their profession. Their lives must be guided by the principles of honesty and integrity, in order to ensure that the public can regard their words and actions as unquestionably trustworthy.

To develop an understanding of and respect for these principles of honesty and integrity as applied to the academic work of pharmacy, nursing, and allied science students, the College of Pharmacy, Nursing, and Allied Sciences has developed this student conduct policy. This policy is applicable to anyone enrolled as a pre-professional student in pharmacy, nursing, or allied sciences as well as any students taking a course for credit in the College and to pharmacy, nursing, and allied sciences students enrolled in courses in other colleges of the University. Acceptance of this policy is required as a condition of admission to the College.

### **Academic Standards**

The academic standards of the College of Pharmacy, Nursing, and Allied Sciences differ from those of the University and any student who fails to meet or exceed the University standards may be placed on University probation or suspension (see the current NDSU Bulletin for university information on academic deficiencies).

**Semester Grade Point Average (All Students):** To be in good academic standing within the College, all undergraduate and professional students shall maintain a semester grade point average of 2.00 or above for each semester enrolled in the College of Pharmacy, Nursing, and Allied Sciences. All graduate students are expected to maintain a 3.0 grade point average as well as any other academic policies outlined by the graduate school.

Any student who fails to attain this standard may be placed on College probation or warning. Students who have been placed on academic warning or probation for two (2) consecutive or three (3) non-consecutive semesters shall be suspended from enrollment in the College. After two suspensions, students will be terminated from the College. (Termination from the College does not prohibit the student from registering elsewhere in the University provided the academic standards of the alternate college of registration have been met or exceeded.)

A student who is suspended and desires readmission into the College must file a request for re-admittance with the Associate Dean of Academic Affairs and Assessment at least 60 days prior to the beginning of the semester in which readmission is sought. In addition, professional students must seek readmission to the professional programs in Pharmacy, Nursing, and Allied Sciences through the Admissions Committee of their respective program.



**Minimum Grade Requirement (Professional Students):** To be in good academic standing within the College all students enrolled in the professional programs of the College must complete all required courses within the College with a grade of "C" or above. Graduate students are also expected to uphold policies and procedures consistent with the graduate school.

**Students Enrolled in College Affiliated Educational Training Programs (Professional Students):** To be in good academic standing within the college, all students enrolled in College affiliated internships, clinical, or experiential training programs are also required to uphold the academic standards of that affiliate and will be subject to the terms of probation, suspension, and termination of the affiliated program. Students failing to meet affiliated program academic standards may also lead to termination from the college.

**Repeating Professional Courses:** Professional courses in the College may be taken no more than three (3) times for a letter grade or withdraw.

### **Conduct Standards**

High standards of professional conduct are expected from all students, both to facilitate the learning of all students and to promote professional values. Individuals are expected to represent the College, professional program or profession in a positive, professional manner. Students conducting clinical experiences, rotations and/or internships must also uphold the specific policies of their clinical site.

Students are held responsible for exhibiting the following professional attributes: honesty, integrity, accountability, confidentiality, and professional demeanor. Academic dishonesty and professional misconduct are considered unacceptable. If there is doubt about whether or not academic or professional conduct is appropriate, individuals should query the Dean's Office.

Examples of unprofessional conduct include, but are not limited to the following:

#### **Academic Misconduct:**

1. Cheating, includes but is not limited to the following:
  - a. The receipt, possession or use of any material or assistance not authorized by the instructor in the preparation of papers, reports, examinations or any class assignments to be submitted for credit as part of a course or to be submitted to fulfill College requirements.
  - b. Arranging to have others take examinations or complete assignments (i.e. papers, reports, laboratory data, or products) for oneself, unauthorized collaborating with another student on individual assignments or doing academic work for another student.
  - c. Stealing, or otherwise improperly obtaining, unauthorized copies of an examination or assignment before or after its administration, and/or passing it onto other students.
  - d. Copying, in part or in whole, exams or assignments that will be kept by the instructor and are handed out in class only for review purposes.
  - e. Knowingly submitting a paper, report, presentation, examination, or any class assignment that has been altered or corrected, in part or in whole, for reevaluation or re-grading, without the instructor's permission.
  - f. Misrepresenting your attendance or the attendance of others in a course or practical experience where credit is given and/or a mandatory attendance policy is in effect.
  - g. Plagiarism: Submitting work that is, in part or in whole, not entirely the student's own, without attributing such portions to their correct sources. Unauthorized collaboration with another students and representing it as one's own individual work is also considered plagiarism. Ignorance is NOT an excuse.
  - h. Fabrication: falsifying data in scientific/clinical research, papers, and reports.

- i. Aiding or abetting dishonesty: Knowingly giving assistance not authorized by the instructor to another in the preparation of papers, reports, presentations, examinations or laboratory data and products.
2. Utilization of a false/misleading illness or family emergency to gain extension and/or exemption on assignments and tests.
3. Violation of any IRB and/or University research processes.

**Professional Misconduct:**

1. Violation of conduct described in course policies or articulated by the instructor in writing.
2. Violation of any code of ethics of the profession in which the student is enrolled.
3. Contributing to, or engaging in any activity which disrupts or obstructs the teaching, research, or outreach programs of the College or University, on campus or at affiliated training sites.
4. Entering the classroom or clinical experience habitually late or leaving early, arriving late to a professional activity, without prior permission from the instructor. The instructor also has the obligation to notify the class, if possible in advance, of any changes in class times, possible late arrival and/or cancelled classes.
5. Approaching faculty, staff or students in less than a professional manner and treating faculty, staff, peers and patients in a disrespectful and inconsiderate way (i.e. addressing a faculty member without the appropriate title during professional activities). Respect and consideration are also expected when addressing a faculty member, staff, student, or patient that chooses to be called by their first name.
6. Failure to deal with professional, staff and peer members of the health care team in a considerate manner and with a spirit of cooperation.
7. Unprofessional dress (as outlined in the professional program, class and/or clinical agency policies) during classes, clinical experiences, or when representing the College of Pharmacy, Nursing, and Allied Sciences.
8. Bringing family members, guests, and pets to the classroom or any professional academic activities without prior consent of the instructor.
9. Falsifying applications, forms, documents, reports or records of any kind or providing false information to the University personnel prior to admission to the College, or while an active member of the College's academic programs.
10. Unauthorized accessing or revealing of confidential information about faculty, staff, or students of the College and University.
11. Violation of patient respect and confidentiality in any practice/learning setting.
12. Theft, damaging, defacing or unauthorized use of any property of the College, University, or training sites.
13. Computer Usage that violates NDSU/NDUS and/or clinical sites acceptable use policies.
14. Sexual harassment as defined by NDSU, NDUS and/or clinical sites.
15. Harassment, Threats of Violence, Intent to do Harm (NDSU, NDUS)
16. Endangering patients, faculty, staff, and/or fellow students or damaging their property.
17. Intoxication, abuse, possession, use and/or illegal sale of alcohol, drugs, chemicals, firearms, explosives or weapons within the University campus, in any practice/learning setting, or when representing the College.
18. Any violation and/or conviction of any federal, state or municipal law as well as a University rule or rule at a professional experience site.
19. DUI & DWI (driving under the influence or driving while intoxicated) is considered by the College as improper behavior and any individual violating this law is required to undergo an alcohol/drug evaluation.

## **Reporting Process**

### **Academic Misconduct**

1. Students are required to report any academic misconduct to the Associate Dean of Academic Affairs and Assessment within 7 days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the College and/or its programs.
2. The course instructor who suspects that academic misconduct has occurred in his/her course or other instructional context has an initial responsibility to inform the student(s) involved of his/her suspicion of the academic misconduct and the grounds for suspicion.
3. The course instructor will report academic misconduct violations to their Department Administrator within 7 days of the occurrence or discovery of the misconduct.
4. The Department Administrator will report the academic misconduct to the Associate Dean for Academic Affairs and Assessment.

### **Professional Misconduct**

1. Students are required to report any professional misconduct to the Associate Dean for Student Affairs within 7 days of the occurrence. Failure of the student to report violations within the required time could result in immediate expulsion from the College and/or its programs.
2. Faculty members are required to report unprofessional conduct within the classroom setting. Similarly, other College personnel are required to report professional misconduct issues as they arise and which directly affect their daily professional activities.
3. The faculty member/College personnel will report professional misconduct violations to their Department Administrator within 7 days of the occurrence or discovery of the misconduct.
4. The Department Administrator will report the professional misconduct to the Associate Dean for Student Affairs within 7 days of the discovery of the misconduct.
5. If a faculty member is aware that a student has violated the Conduct Policy outside of the classroom, he/she should remind the student of the policy and direct the student to self report any professional misconduct violations to the Associate Dean for Student Affairs within 7 days of the occurrence.

## **Disciplinary Sanctions**

### **Academic Misconduct**

1. The course instructor is responsible for determining the sanction for academic misconduct in the course. Sanctions may include, but are not limited to, failure for a particular assignment, test, or course.
2. The course instructor will notify the student of the sanction in writing by completing the Student Academic Misconduct Tracking Form as per University Policy 335 and submitting it to the student and the Department Administrator.
3. The Department Administrator will submit a copy of the form to the Associate Dean for Academic Affairs and Assessment.
4. The Associate Dean for Academic Affairs and Assessment will submit the form to the Registrar and Provost/VPAA in accordance with University Policy 335.
5. A copy of the Student Academic Misconduct Tracking Form will be placed in the student's academic file

### **Professional Misconduct**

1. Professional misconduct issues may be more likely to happen outside of the classroom and have broader implications for the well-being of students, faculty and staff in the College. Hence, the Associate Dean for Student Affairs has the initial and primary responsibility for administering and enforcing professional misconduct issues.

2. The Associate Dean for Student Affairs will work collaboratively with the Department Administrator (and where appropriate, individual instructors) to resolve professional misconduct issues.

### **Department Related Sanctions**

Additional academic and/or professional disciplinary sanctions for the department/program may be assigned by the Department Administrator depending upon the circumstances and nature of the misconduct. The Department Administrator will notify the student in writing of the sanction and rights to due process and forward a copy to the Associate Dean for Academic/Student Affairs.

### **College Related Sanctions**

The Associate Dean for Academic Affairs/Student Affairs/Dean is responsible for assigning disciplinary sanctions for the **College** and will notify the student in writing. Disciplinary action for academic and professional misconduct will depend on the circumstances, and may include, but is not limited to, any of the following:

1. Probation
2. Supervised probation
3. Suspension from the College or University.
4. Termination from the College and/or Expulsion from the University.

Termination from the College of Pharmacy, Nursing, and Allied Sciences does not prohibit the student from registering elsewhere in the University provided the academic standards of the alternate college of registration have been met or exceeded.

### **Students Right to Appeal**

Students sanctioned for violations of the College Student Academic and Conduct Standards Policy have the right to appeal. Student appeals must follow the appeal procedure outlined below.

### **Student Appeals Procedure**

1. If the student chooses to appeal a course instructor's sanction, it must be pursued in the following sequence: course instructor, Department Administrator, Associate Dean for Academic/Student Affairs and Dean
2. Department and College related sanctions may be appealed to the Associate Dean for Academic/Student Affairs followed by the Dean.
3. In cases of sanctions involving College suspension or termination, the appeal will follow the process outlined in University Policy 335: Code of Academic Responsibility and Conduct.
4. An appeal for any sanction must be made in writing within 15 business days of the sanction letter. The date of the letter shall be the date the letter is postmarked. If hand-delivered, a notation of that date will be made in the student's file.
5. Appeal letters must specify in detail one or more of the following bases of appeal:
  - a. the sanction was too severe for the offense;
  - b. the decision for non-action/action/sanction was made in an arbitrary or capricious manner;
  - c. the finding of the Student Academic and Conduct Standards Policy having been violated was not substantiated by evidence, and/or
  - d. the student's/student organization's rights were violated (specify those rights believed to have been violated).

## Appeal Review Process

1. Appeals made to the Associate Dean for Academic/Student Affairs will be reviewed by the Academic Affairs Committee or Student Affairs Committee of the College depending upon the conduct violation in question.
2. The Academic Affairs/Student Affairs Committee will review the written letter of appeal from the student/organization and the materials from the original adjudication process. After reviewing these materials, the committee may decide to do one of the following:
  - a. issue a decision based solely on the written materials;
  - b. issue a decision based on a review of written materials and discussion with the involved principals;
  - c. recall one or more witnesses;
  - d. refer the decision to the full faculty for action
  - e. return the case for reconsideration of the decision and/or sanctions.
3. The Academic Affairs/Student Affairs Committee may uphold or lessen the original decision/sanction but not increase the sanctions/actions imposed by other persons or bodies.
4. The decision of the committee will generally be issued within 15 working days of the receipt of the appeal letter, but may take longer during University recesses, or in the event of complex cases.

## Unresolved Appeals

After the College appeals process has been completed, if the student/organization is not satisfied with the appeal decision, the student/organization has the right to appeal the decision to the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs will make the final decision on any appeals.

## Incomplete Disciplinary Process

Students with pending disciplinary or legal actions, with sanctions for which an appeal has been submitted but not resolved, or whose sanctions have not been successfully fulfilled, will not be allowed to graduate from NDSU with a degree, major or program of study offered by the College of Pharmacy, Nursing and Allied Sciences. In such cases, the College reserves the right to place a hold on a student's graduation until the case has been successfully resolved and the sanctions have been successfully fulfilled.

## Annual Pledge and Signature

I have read and understand the above policy and I agree to accept and abide by this Student Academic and Conduct Standards Policy of the College of Pharmacy, Nursing, and Allied Sciences. I understand that violations of this policy and sanctions imposed based on violations of this policy as well as information used to substantiate violations (i.e. criminal background checks) may be shared with college affiliated educational training programs. I am also aware of and assume responsibility for following other College and Department policies as stated in the student handbook.

Revised: May 14, 2008, April 15, 2009, April 21, 2011

Source: Faculty Meeting Minutes

## STUDENT COMPLAINT POLICY 3.28

The Accreditation Council for Pharmacy Education (ACPE), at the behest of the U.S. Secretary of Education, requires all accredited pharmacy programs to establish, implement and assess a formal complaint policy for students. More specifically, all accredited colleges or schools of pharmacy must establish a comprehensive policy with a simple set of procedures whereby all students enrolled in the College (and the pharmacy program in particular) can submit and resolve a complaint about the educational process. While such procedures do not always produce an outcome that meets the student's preferences, they do ensure that students have access to an equitable and efficient means to remediate their complaints. The complete set of

ACPE standards regarding student complaint policies can be found on page 39 (Standard 20) of the following website  
<http://www.acpe-accredit.org/pdf/FinalS2007Guidelines2.0.pdf>

The NDSU College of Pharmacy, Nursing and Allied Sciences takes student complaints very seriously. Our goal is to ensure that students have access to transparent, due process in a manner that leads to an appropriate resolution of the complaint. To that end, a copy of the NDSU College of Pharmacy, Nursing, and Allied Sciences policy relating to this issue is available on its website at [www.ndsu.edu/pharmacy](http://www.ndsu.edu/pharmacy). Students who have difficulty accessing this webpage may also obtain a copy of the complaint policy in the Dean's Office (Sudro Hall 123). A discussion of this policy shall take place annually during the orientation process for first professional year students.

Each student complaint will be appropriately documented and investigated. A chronological record of each complaint, including the nature of the complaint, written records of the complaint procedure and the final outcomes of the resolution process shall be maintained in the Office of the Dean of the School of Pharmacy, and shall be available for review by ACPE or its representatives upon written request or in the process of an on-site evaluation visit.

Student complaints generally fall within two major categories: complaints about unfair grading and all other, non-grade-related complaints. Student complaints about grades are generally handled at the level of the University, since grades are usually administered through the NDSU Office of Registration and Records. Other student complaints remain under the purview of the individual colleges within NDSU.

## **Student Complaints Regarding Grades**

### **University Grade Appeal Policy**

NDSU has an established policy regarding complaints about grading, otherwise known as "grade appeals". The full grade appeal policy (section 337), which includes hearing procedures, is available at [www.ndsu.edu/policy/337.htm](http://www.ndsu.edu/policy/337.htm). While students actively considering a grade appeal are referred to the aforementioned website for the specific details of the policy, a summary of the policy is outlined below.

With the exception of Incomplete grades, a course grade is considered final unless an appropriate appeal is filed by the student. For the student who has reason to believe the grade issued is incorrect, the student must initiate a request for a change of a grade with the instructor within fifteen (15) instructional days of the first day of the semester immediately following the semester in which the grade was awarded. For Spring Semester courses, the request may be made within fifteen (15) instructional days of the start of Fall Semester, if the student is not enrolled for a Summer term.

A grade appeal is deemed formally initiated when the student presents the Grade Appeal Form to the instructor. If there is an unsatisfactory decision, the student must consult the department head, and the dean or a designated college committee, proceeding from one level to the next only after an unsatisfactory decision of the conflict at that level. In the event that the instructor is also the department head or dean, he or she need only be consulted in the capacity of instructor. In the event of an unsatisfactory decision within the college, the student may submit the formal written appeal to the Grade Appeals Board Chair. Such an appeal shall be made within fifteen (15) instructional days after conclusion of the college proceedings as stated above. The full Grade Appeals policy (section 337), which includes hearing procedures, is available at [www.ndsu.edu/policy/337.htm](http://www.ndsu.edu/policy/337.htm). Grade changes only may be considered for students who have not yet earned a degree for which the course in question was applied.

### **Non-Grade Student Complaints**

Students who have a non-grade-related complaint can seek resolution of that complaint through the following procedures. It is important to note that these

procedures represent the sole avenue for student complaints regarding non-grade-related ACPE standards, policies and procedures.

1. The student(s) or, in cases where student anonymity is required, their advocate (also known as the "plaintiff(s)") will file a formal written complaint (delivered through the postal service or NDSU email) to the Dean's Office in the NDSU College of Pharmacy, Nursing, and Allied Sciences.
2. The written complaint must include a description of the policy, procedure or ACPE standard in question. It must also summarize the argument of the plaintiff (including the grounds for the appeal or complaint) and provide a reasonable amount of evidence supporting the claim.
3. Upon receipt of the written complaint, the complaint will be assigned to either the Associate Dean for Academic Affairs if the complaint is primarily academic in nature, or the Associate Dean for Student Affairs if the complaint is primarily non-academic. The plaintiff(s) will receive email notification (via NDSU email) within forty-eight hours of the receipt of the complaint concerning the identity of the Associate Dean handling the complaint.
4. The Associate Dean for Academic (or, if a non-academic issue, Student) Affairs shall convene a meeting of College Academic (or, if a non-academic issue, Student) Affairs Committee to review the complaint. Because the procedures for both Associate Deans and Committees are similar in procedure, they will henceforth be referred to generically as "Associate Dean" and "Committee", respectively. The Committee meeting shall occur within thirty days from the time that the Associate Dean receives the written complaint.
5. Once the Committee has met, the Associate Dean shall prepare and submit a formal, written reply to the student(s) based on the recommendation of Committee. The reply shall include an evaluation of the complaint, a description of any violations, and a proposal for any necessary corrective action. The reply will be sent through official NDSU delivery methods (i.e., the postal service, campus mail and/or the NDSU email system) within fifteen business days from the time that the Committee makes a decision.
6. Decisions of the Committee that demonstrate arbitrary and capricious treatment, or that are fundamentally inappropriate in the eyes of the plaintiff(s) may be appealed to the Dean of NDSU College of Pharmacy, Nursing, and Allied Sciences. In such cases, the student(s) file an appeal using steps one through three outlined above, except the written complain would be addressed directly to the Dean. The written complaint would also identify and provide evidence indicating that the Associate Dean and/or the Committee acted in an arbitrary, capricious or otherwise inappropriate manner.
7. If unsatisfactory resolution occurs after the appeal to the Dean, a final appeal may be made to the Provost and Vice President for Academic Affairs. Once again, the student(s) must file an appeal using steps one through three outlined above, except the written complaint would be addressed directly to the Provost, rather than the Dean, and would provide evidence substantiating the claim of unfair treatment at prior procedural levels.

## **STUDENT PROGRAMMATIC FEE**

Students enrolled in the professional pharmacy program in the college are assessed an annual programmatic fee. Funds from this fee provide financial resources to sustain the quality of the programs provided to students. This fee is equal to North Dakota tuition. For example, this fee is \$6,135 (\$3,067.50 per semester) for the 2011-2012 academic year in addition to a students regular tuition.

Our College received consent from the University Administration to implement a non-refundable admission fee of \$500 for applicants who are offered admission to the professional program. The fee is designed to obtain a firm commitment from students offered admission. This non-refundable admission fee will be applied to the programmatic fee for the first professional year for students who actually begin the

program in the fall. The College has determined that this type of fee has become a standard of practice in the admission process among our peer schools of pharmacy across the country.

## STUDENT TECHNICAL STANDARDS POLICY 3.11

The North Dakota State University College of Pharmacy, Nursing and Allied Sciences' (NDSU CPNAS) mission is to educate students and advance research and professional service in pharmacy, nursing, and allied sciences. As a corollary to this mission, the NDSU CPNAS seeks to train students who have the ability, interest and work ethic necessary to gain licensure without restrictions and embark upon a successful career as a health care professional. Thus, all professional programs offered by the NDSU CPNAS require students to undertake the **full set of activities** that are necessary to complete their program(s) of study. The goal of every licensed health professional is to provide **safe** and **effective** care to patients. In order to provide that care, individuals must demonstrate the physical, cognitive and social skills necessary to learn, practice and master each of the competencies of one's profession. Failure to demonstrate these competencies not only endangers the patients under the provider's care, but also impacts the ability of other health care professionals to provide safe and effective patient care. To that end, the NDSU CPNAS has established the following technical standards as minimal guidelines regarding the competencies necessary to complete the professional program. For simplicity, these competencies are organized into three general categories: physical, cognitive and social.

### Physical Competencies

1. Students must demonstrate **sufficient motor skill capacities** to evaluate and execute medication orders, use diagnostic equipment specific to the discipline, undertake physical assessments of patients and effectively deliver therapies commensurate with the discipline.
2. Students must demonstrate **sufficient physical stamina** to productively contribute to a practice or classroom setting over a standard length of time. As an example, students on clinical rotations should demonstrate the physical stamina to keep up with their peers and supervisors as they perform patient care activities over the course of a typical shift.
3. Students must demonstrate **the physical capacity to observe** their surroundings and environment (in both the classroom and in the practice setting) using visual, auditory and somatic senses.

### Cognitive Competencies

1. Students must demonstrate the **innate** ability to collect, comprehend, and interpret information from their physical surroundings. That is, a student must demonstrate not only the physical ability to interact with a patient, a peer, a teacher or other environmental stimuli, but must also demonstrate the cognitive ability to process the interaction and develop an appropriate response. As a practical example, a health care professional must not only demonstrate the physical faculties to communicate with a patient, but also the mental capacity to understand the patient's needs and formulate an appropriate response.
2. Students must consistently demonstrate the ability to think analytically and critically. Students must be able to use these skills (both independently and as part of a team of professionals) to solve practical patient care problems. Students must be able to think critically and analytically in an efficient and timely manner, and under stressful conditions. It is important to stress that this competency is as much a function of **practice** as it is a function of innate cognitive ability (item 1).
3. Students must demonstrate the ability to adapt to new information, situations, problems and environments. Students must demonstrate the ability to incorporate those new stimuli into their decision making processes and **respond** in an appropriate fashion. As an example, students must demonstrate the ability to incorporate new concepts, patient care standards and past academic and/or work experience into their current and future patient care activities.



### Social Competencies

1. Students must demonstrate the ability to **adhere to the regulatory and institutional constraints** imposed by the discipline, most notably by the law and the licensing board of the discipline in question.
2. Students must demonstrate the **ability to act in an ethical and professional manner** commensurate with the standards of the discipline. It is important to note that, while laws and regulations are themselves ethical and moral guidelines, they are minimalist in nature. Acting in a truly ethical and professional manner may require holding oneself to stricter standards of behavior than what is required by regulatory and institutional constraints. It also requires a high degree of maturity and emotional stability.
3. Students must demonstrate the ability to observe, understand and **show compassion** for patients.
4. Students must demonstrate **effective interpersonal communication skills**, including verbal, nonverbal and written communication skills. Students must demonstrate sufficient fluency (verbally, non-verbally and written skills) in the native language where the instruction takes place.
5. Students must demonstrate **cultural competency**, and understand the ideologies, socio-cultural and political characteristics which frame the lives and daily activities of their peers, co-workers and/or patients.

### TERMINATION FROM THE COLLEGE POLICY 3.03

The faculty of the College of Pharmacy, Nursing, and Allied Sciences reserve the right to terminate the registration of any student at any time, if, in the opinion of the faculty, the student demonstrates that he or she is unsuited for a professional career and its inherent responsibilities and obligations. Circumstances which may lead to student termination will include, but not be limited to, violation of state or federal statutes or regulations concerning drugs or controlled substances.

**North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status.**  
**Direct inquiries to the Office of the Vice President for Equity, Diversity and Global Outreach**  
**205 Old Main, 701-231-7708.**

Disclaimer: The State Board of Higher Education requires that the following announcement be published in all catalogs and bulletins of information issued by the State Educational Institutions of North Dakota: Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about the institutions that issue the same. Announcements contained in such printed materials are subject to change without notice, and may not be regarded in the nature of binding obligations on the institutions and the State. In time of changing conditions, it is especially necessary to have this definitely understood. The electronic copy of the Pharmacy Handbook, available as a link from our home page, will serve as the most up-to-date version for a given academic year. Upon changes to the Handbook, an electronic notification of change will be sent to the students.

Reservation of Rights: Every effort has been made to provide accurate and current information, however, the right is reserved to change any of the rules and regulations of the university, college and/or department at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, change or discontinue programs, alter course content, change the calendar, and to impose or increase fees similarly is reserved. In some cases, requirements for programs and prerequisites for courses offered are effective even if they are not listed in this Handbook. All such changes are effective at such times as the proper authorities determine, and may apply not only to prospective students but also to those who already are enrolled in the university.

# WHERE TO GO FOR HELP

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TOPIC/PROCEDURE:	SOURCE/CONTACT:	LOCATION:
Academic Deficiencies	<ul style="list-style-type: none"> <li>• Advisor</li> <li>• Dr. Naughton, Associate Dean for Academic Affairs &amp; Assessment</li> <li>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Sudro 123 231-9489 Ceres 110 231-7981
Academic Policies	Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a>	
Add or drop a course	<ul style="list-style-type: none"> <li>• Advisor</li> <li>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> </ul>	Ceres 110 231-7981
Advanced Placement	<ul style="list-style-type: none"> <li>• The individual departments</li> <li>• Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 110 231-7981
Appeal for exception to academic regulations	Office of Registration & Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a>	Ceres 110 231-7981
Appeal a grade	Student Rights & Responsibilities refers to the Grade Appeals Board at: <a href="http://www.ndsu.edu/policy/337.htm">www.ndsu.edu/policy/337.htm</a>	Memorial Union 250, main level 231-6560
Apply for loan	<ul style="list-style-type: none"> <li>• Student Financial Services <a href="http://www.ndsu.edu/bisonconnection/finaid/">www.ndsu.edu/bisonconnection/finaid/</a></li> <li>• Bison Connection <a href="http://www.ndsu.edu/bisonconnection/finaid/">www.ndsu.edu/bisonconnection/finaid/</a></li> </ul>	Memorial Union 176 231-6200
Apply for scholarship	Office of Admission	Ceres 114 231-8643
Bison Connection	One-stop student service center (assistance from Customer Account Services, Registration & Records and Student Financial Services) <a href="http://www.ndsu.edu/bisonconnection/">www.ndsu.edu/bisonconnection/</a>	Memorial Union, main level
Career Guidance/Information	Counseling Center (Career Counseling/ Support Services) <a href="http://www.ndsu.edu/counseling/career_counseling/">www.ndsu.edu/counseling/career_counseling/</a>	Ceres 212 231-7671
Career/Job Search (Placement Program)	<ul style="list-style-type: none"> <li>• Career Center, <a href="http://www.ndsu.edu/career/">www.ndsu.edu/career/</a></li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 306 231-7111
Change Colleges within NDSU	Office of Registration & Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a>	Ceres 110 231-7981
Change Majors	Office of Registration & Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a>	Ceres 110 231-7981
Check content of courses	Current NDSU Bulletin & Departments <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a>	

## WHERE TO GO FOR HELP

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TOPIC/PROCEDURE:	SOURCE/CONTACT:	LOCATION:
Check on a grade	<ul style="list-style-type: none"> <li>• Campus Connection Student Portal <a href="http://www.ndsu.edu/bisonconnection/connect/">www.ndsu.edu/bisonconnection/connect/</a></li> <li>• Instructor of course</li> </ul>	
Continuing Education	Distance and Continuing Education <a href="http://www.ndsu.edu/dce/">www.ndsu.edu/dce/</a>	SGC (Stop&Go Center, 19 <sup>th</sup> Ave.) 231-7015
Credit by examination (Challenging a course, PEP or CLEP tests)	<ul style="list-style-type: none"> <li>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Counseling Center <a href="http://www.ndsu.edu/counseling/testing_services">www.ndsu.edu/counseling/testing_services</a></li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 110 231-7981 Ceres 212 231-7671
Declare a Major	Office of Registration & Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a>	Ceres 110 231-7981
Disability Services	NDSU Disability Services <a href="http://www.ndsu.edu/disabilityservices/">www.ndsu.edu/disabilityservices/</a>	Wallman Wellness Center 170 231-8463
Discuss academic problems	Associate Dean for Academic Affairs & Assessment - Dr. Naughton	Sudro 123 231-9489
Discuss personal problems	<ul style="list-style-type: none"> <li>• Associate Dean for Student Affairs &amp; Faculty Development - Dr. Friesner</li> <li>• Counseling Center <a href="http://www.ndsu.edu/counseling/personal_counseling/">www.ndsu.edu/counseling/personal_counseling/</a></li> </ul>	Sudro 123 231-7601 Ceres 212 231-7671
Financial Aid Information	<ul style="list-style-type: none"> <li>• Student Financial Services <a href="http://www.ndsu.edu/bisonconnection/finaid/">www.ndsu.edu/bisonconnection/finaid/</a></li> <li>• Bison Connection <a href="http://www.ndsu.edu/bisonconnection/finaid/">www.ndsu.edu/bisonconnection/finaid/</a></li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Memorial Union 176 231-6200
Food Service	Dining Services (Residence Dining Center, Union Buffet, West Dining Center)	West Bison Court 231-7001
General Education Requirements	<ul style="list-style-type: none"> <li>• Registration Schedule</li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 110 231-7981
Grades & Honor Points	<ul style="list-style-type: none"> <li>• Advisor</li> <li>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 110 231-7981
Graduation Requirements	<ul style="list-style-type: none"> <li>• Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 110 231-7981

## WHERE TO GO FOR HELP

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TOPIC/PROCEDURE:	SOURCE/CONTACT:	LOCATION:
Health Service	<ul style="list-style-type: none"> <li>NDSU Wellness Center <a href="http://www.ndsu.edu/wellness/">www.ndsu.edu/wellness/</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Wallman Wellness Center, 231-5200 Student Health Service, 231-7331
Housing	<ul style="list-style-type: none"> <li>University Residence Life Office <a href="http://www.ndsu.edu/reslife/">www.ndsu.edu/reslife/</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	West Bison Court 231-7557
Major Requirements	<ul style="list-style-type: none"> <li>Advisor</li> <li>This Handbook-see Pharmacy Curriculum</li> <li>Pharmacy Administrative Offices</li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Sudro 123 231-7601
Other Universities (Catalogs)	Counseling Center (Career Resource Center) <a href="http://www.ndsu.edu/counseling/career_counseling/">www.ndsu.edu/counseling/career_counseling/</a>	Ceres 212 231-7671
Pass/Fail	<ul style="list-style-type: none"> <li>Advisor</li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> <li>Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> </ul>	Ceres 110 231-7981
Pre-Professional Programs	<ul style="list-style-type: none"> <li>Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 110 231-7981
Registration	<ul style="list-style-type: none"> <li>Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>Campus Connection Student Portal <a href="http://www.ndsu.edu/bisonconnection/connect/">www.ndsu.edu/bisonconnection/connect/</a></li> </ul>	Ceres 110 231-7981
Remove an Incomplete	Instructor of course	
Residence Classification	<ul style="list-style-type: none"> <li>Office of Registration &amp; Records <a href="http://www.ndsu.edu/registrar/">www.ndsu.edu/registrar/</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Ceres 110 231-7981
Resident Assistants & Peer Mentors	Ask at your Residence Hall Office if you don't know your RA or Peer Mentor <a href="http://www.ndsu.edu/reslife/">www.ndsu.edu/reslife/</a>	
ROTC Program - Air Force ROTC Program - Army	<ul style="list-style-type: none"> <li>Bentson-Bunker FieldHouse <a href="http://www.ndsu.edu/afrotc/">www.ndsu.edu/afrotc/</a></li> <li>Bentson-Bunker FieldHouse <a href="http://www.ndsu.edu/ndsu/armyrotc/">www.ndsu.edu/ndsu/armyrotc/</a></li> <li>Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Room 101 231-8186 Room 103 231-7575

## WHERE TO GO FOR HELP

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TOPIC/PROCEDURE:	SOURCE/CONTACT:	LOCATION:
Student Organizations	<ul style="list-style-type: none"> <li>• Campus Directory</li> <li>• College of Pharmacy, Nursing, and Allied Sciences - has 11 pharmacy related students organizations</li> <li>• Student Government <a href="http://www.ndsu.edu/ndsu/sg/">www.ndsu.edu/ndsu/sg/</a></li> <li>• Student Activities Office <a href="http://www.ndsu.edu/mu/about_mu/student_activities_office/">www.ndsu.edu/mu/about_mu/student_activities_office/</a></li> </ul>	See Table of Contents Sudro 123 231-7601 Memorial Union 128 231-8461 Memorial Union 120 231-7787
Study Abroad Programs	<ul style="list-style-type: none"> <li>• Office of International Programs <a href="http://www.ndsu.edu/International">www.ndsu.edu/International</a></li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Memorial Union 116 231-7895
Study Skills	Education 123 (offered each semester) School of Education <a href="http://www.ndsu.edu/education/">www.ndsu.edu/education/</a>	Main Office FLC 210 231-7921
Summer Study	<ul style="list-style-type: none"> <li>• Director of Summer School</li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Old Main 103 231-8492
Tri-College University Office	<ul style="list-style-type: none"> <li>• Tri-College Downtown Campus Fargo <a href="http://www.tri-college.org">www.tri-college.org</a></li> </ul>	650 NP Ave Renaissance Hall #110 231-8170
Tutor  ACE (Academic Collegiate Enhancement)	<ul style="list-style-type: none"> <li>• Office of TRIO Programs <a href="http://www.ndsu.edu/trio/">www.ndsu.edu/trio/</a></li> <li>• Learning Services/Orientation Coordinator (ACE) <a href="http://www.ndsu.edu/studentsuccess/about_ace/">www.ndsu.edu/studentsuccess/about_ace/</a></li> </ul>	Ceres 335 231-8028 West Dining Center room 20 (lower level) 231-5554
Tutor - Math	Math Dept. Tutors and Math Instructors <a href="http://www.math.ndsu.nodak.edu/">www.math.ndsu.nodak.edu/</a>	Minard 300 231-8171
University Honors (Scholars) Program	<ul style="list-style-type: none"> <li>• Dr. Paul Homan;</li> <li>• Current NDSU Bulletin <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a></li> </ul>	Minard 315C 231-8852
University Rules & Regulations	Current NDSU Bulletin (see University Policies) <a href="http://www.ndsu.edu/bulletin/">www.ndsu.edu/bulletin/</a>	
Veterans Information	Office of Registration & Records	Ceres 110 231-7985
Withdraw to zero credits	Customer Account Services <a href="http://www.ndsu.edu/cas/">www.ndsu.edu/cas/</a>	Ceres 302 231-8782
Writing Skills	<ul style="list-style-type: none"> <li>• Center for Writers <a href="http://www.ndsu.edu/cfwriters/">www.ndsu.edu/cfwriters/</a></li> <li>• English 110/120 Instructors English Department, <a href="http://www.ndsu.edu/english">www.ndsu.edu/english</a></li> </ul>	Main Library, lower level, 231-7927 Morrill 219 231-7143

**AN INFORMAL GUIDE:** The following is a series of informal responses to questions most frequently asked about rules and procedures at NDSU. For further information, please refer to the current NDSU Bulletin ([www.ndsu.edu/bulletin/](http://www.ndsu.edu/bulletin/)), your advisor, Administrative Office in Sudro 123, the Office of Registration & Records in Ceres 110, or Bison Connection in the Memorial Union.

## CREDITS

**How many credits do I need to be a Sophomore, a Junior and a Senior?** You need 27 credits to be classified as a Sophomore, 60 credits to be classified as a Junior, and 90 credits to be classified as a Senior. To graduate, you must successfully complete all general education requirements, the requirements in your major, and at least 122 credits with a minimum of 2.0 grade point average. A complete list of University requirements for graduation is in the current NDSU Bulletin.

**What is the limit on the number of credits I can take per semester?** Full-time students normally will carry from 15 to 19 credits per Semester. Registration for more than 20 credits is not recommended. Special permission from your advisor and a grade point average of at least 3.0 are required to register for more than 20 credits. You must obtain a "Petition for More Than 20 Credits" form under the link, "Over 20 Credits Petition," at [www.ndsu.edu/registrar/forms](http://www.ndsu.edu/registrar/forms).

**How many credits will I lose when I transfer to NDSU from another school?** Ordinarily you shouldn't lose any. However, a "D" grade in any course does not transfer to the College of Pharmacy, Nursing, and Allied Sciences. Some technical courses may not fit your degree program and in this case some extra work may be required. For evaluation of transfer credit see current NDSU Bulletin.

**How many credits can I transfer from a junior or community college?** All college-level credits from regionally accredited institutions transfer; however, not all may apply to the particular degree program you have selected. To obtain a baccalaureate degree you must complete at least 60 semester credits at a four year college or university. At least the last 37 of these credits must be at the junior or senior level. (See current Bulletin.)

**What are Common Course Numbers?** Institutions in the North Dakota University System have established common course numbers (CCN) for many courses to facilitate transfer of courses within the System. Under the CCN agreement, transfer students who have successfully completed CCN courses will not be required to retake them. Course requirements will have been fulfilled; however, CCN courses will not fulfill residence requirements nor will 100 and 200 level courses fulfill upper-division requirements for graduation.

**How do I challenge a course?** A student who is currently registered may seek credit by challenging a course. A course challenge usually consists of a special comprehensive examination; however, additional types of performance may be required for some courses. A course challenge is only permitted for courses in which the student has not received transfer credit or has no previous academic record. Prior registrations are allowable if course was dropped prior to the Record Drop deadline in a given term. Student must be registered at NDSU during the semester in which you wish to challenge a course. Further, credits earned by course challenge will not satisfy requirements toward a graduate degree. Procedures for pursuing a course challenge include the following:

1. Obtain a Petition for Course Challenge form available online at [www.ndsu.edu/fileadmin/registrar/forms/challenge.pdf](http://www.ndsu.edu/fileadmin/registrar/forms/challenge.pdf).

2. Obtain approval from the academic advisor, the instructor of the course, and the chair of the department offering the course. Clarify expectations of the challenge, e.g., examination only or examination plus other performance. Based on the nature of the course and content area, some courses may not be approved for challenge by the department.
3. Pay the course challenge fee at Customer Account Services, Ceres Hall 302, after receiving approval for the challenge. (The fee is 50% of the regular credit tuition charge, not subject to tuition cap.) Student must present proof of payment, along with course challenge form, to the Office of Registration & Records or Bison Connection.
4. Arrange a mutually convenient date and time for the challenge with the instructor or department
5. Upon receipt of the signed Petition for Course Challenge form and a grade change form from the department, courses and credits successfully challenged are listed on the student's academic transcript with a passing grade. Unsuccessful challenges are not recorded.

**What does advanced placement mean?** Students from high schools that participate in the Advanced Placement Program may earn credit through examinations provided by the College Entrance Examination Board (CEEB). The examinations are administered at the conclusion of a college-level course taught in participating high schools. The scores are forwarded, upon student request, to the college of choice. In accordance with North Dakota University System policy, a minimum score of three is required to receive credit for the examinations. A complete and current listing of AP examinations and their NDSU equivalent courses is available at [www.ndsu.edu/registrar/placement](http://www.ndsu.edu/registrar/placement).

**Is it possible to obtain college credits by taking examinations of the College Entrance Examination Board (CLEP and AP)?** Yes. Students may demonstrate evidence of college-level achievement through the use of nationally standardized tests. Competency to write these examinations may have been gained through intensive preparation in high school, extensive reading in a particular field, or other types of formal or informal preparation. A student may not repeat by proficiency testing a course that has been previously taken or failed at NDSU or another accredited institution. Score reports must be sent directly to NDSU from the awarding agency/board. School reports and student-issued grade reports are not considered official for purposes of awarding credit by examination.

CLEP Examinations are computerized and administered as needed. To register for a CLEP Examination, contact the Counseling Center, Ceres 212, 231-7671. The current fee for each of the Subject Examinations is \$97.

## DEGREES

**How do I petition for a waiver or substitution of a curriculum requirement?** To petition, you must obtain a "Request to Waive or Substitute Courses" form under the link, "Substitute/Waive a Course" at [www.ndsu.edu/registrar/forms](http://www.ndsu.edu/registrar/forms). In this petition, which is presented to the Academic Affairs Committee of the College of Pharmacy, Nursing, and Allied Sciences, you state exactly why you think you should have a waiver. The Committee will review your petition and you will be notified of their decision. (Petitions should be submitted only when special circumstances make it virtually impossible for you to meet the regular degree requirements.) **Only departmental and college requirements may be waived. University requirements may not be waived.**

## GENERAL EDUCATION REQUIREMENTS

**Who must complete the General Education Requirements?** The General Education Requirements apply to all students.

**What are the General Education Requirements?** The General Education Requirements are listed in the current NDSU Bulletin. A list of the courses approved for the different categories is provided under General Education Requirements in this handbook and also under Campus Connection-Registration Information—[www.ndsu.edu/bisonconnection/connect](http://www.ndsu.edu/bisonconnection/connect).

**General Education transfer with the ND University System.** Students who plan to transfer from one institution to another in the ND University System should check with Office of Registration & Records in Ceres 110 or Bison Connection in the Memorial Union.

## GRADES AND ACADEMIC STATUS

**What is the G.P.A.?** Grade Point Average. For each credit of "A" you receive four (4) honor points; three (3) for each credit of "B"; two (2) for each credit of "C"; one (1) for each credit of "D"; and zero (0) for each credit taken in which a grade of "F" is received. The GPA is computed by dividing the total number of honor points earned at NDSU by the total number of credit hours in which honor points were recorded. For example, a person with a G.P.A. of 3.00 has a grade average of "B." The minimum GPA of 2.00 is required for graduation. Developmental courses do not count toward graduation requirements.

**What does a grade of Incomplete (I) mean?** For specific information, refer to current NDSU Bulletin. The College of Pharmacy, Nursing, and Allied Sciences may have specific requirements for an Incomplete. See Administrative Office of the College, Sudro 123.

**What is meant by taking a course on Pass/Fail?** Eligible students may elect to take a course for the grade of "Pass" instead of A, B, C, or D. If the course is not passed, a grade of F is recorded. The grade of "Pass" is not computed in the GPA; however, an F is reflected in it. Pass/Fail allows students to broaden their education by electing a course in which they feel they have limited aptitude or ability without running the risk of lowering their GPA. Check specific requirements regarding which courses may be taken pass/fail with your advisor. **Pass/fail option may not be used for courses taken to meet general education requirements.**

**If I do not do well in a course, may I take it over again?** Yes. The second grade, whether higher or lower, will replace the first grade in computing the GPA. Both grades are listed on your Permanent Record. ***To replace a grade for a course taken at NDSU, that course MUST be repeated at NDSU. The one exception is that NDSU students may register for a Tri-College course to repeat a course previously taken at NDSU. PROFESSIONAL COURSES IN THE PHARMACY PROGRAM MAY BE ATTEMPTED NO MORE THAN THREE (3) TIMES. Enrollment in professional courses with a drop classification of "W" is considered as an "attempt" in a course, as well as receiving a letter grade.***

**NOTE:** ***No PRE-PHARMACY CORE COURSE (i.e. course grade included in GPA for admissions purposes) may be repeated more than once. The grade received during the student's second attempt will be used in evaluation for admission. Also, the number of pre-pharmacy core courses which may be repeated is limited to three. If more than three core courses are repeated, the college has the option to either accept the three courses with the lowest grades or decline the student's application to the pharmacy program.***



***CURRENT COMPETENCY*** - *Selected core courses in biology, chemistry and math must not be more than seven (7) years old at the time of application to the Pharmacy Program. Current competency must be demonstrated if a student wishes to utilize older coursework. (This older coursework does not fall under the rule listed above - Repetition of Pre-Pharmacy Core Courses.)*

**Will I receive mid-term grades?** Upon request, all instructors shall inform students directly of their approximate mid-term grades before the end of the eighth week of the semester.

**What is a deficient student in the College of Pharmacy, Nursing, and Allied Sciences?** Any student who, in any semester, fails to attain a grade point average of 2.00 is considered deficient. All students in the College of Pharmacy, Nursing, and Allied Sciences must maintain a 2.00 each term to remain in good standing in the College. Our standards are higher than the University requirement.

**What happens if I'm classified as a deficient student by the University?** The University may issue either an academic warning or an academic probation sanction. See the NDSU Bulletin for details ([www.ndsu.edu/bulletin](http://www.ndsu.edu/bulletin)).

## MAJORS \*

**When do I have to declare a major?** Students in the College of Pharmacy, Nursing, and Allied Sciences generally will declare a major early in their academic endeavors in order to permit accurate planning for courses of study. Otherwise, you may have to spend extra time at the University to complete requirements for your degree.

**How do I declare or change my major?** Occasionally students find they are not suited for a particular field. If you decide to change majors while you are a student in the College, you are expected to follow this procedure: discuss it with your advisor, fill out the "Major/Minor and Advisor Change Form," [www.ndsu.edu/registrar/forms](http://www.ndsu.edu/registrar/forms), and bring the form to the Office of Registration & Records in Ceres 110, or Bison Connection in the Memorial Union. You will be assigned a new advisor in the field in which you will be majoring.

**How many credits are required for a Minor?** The number of credits required for a minor varies by departments. The minimum number of credits for a minor is 16. To determine the exact number of credits that you will need for a minor, check with your advisor, or in Ceres 110 or Bison Connection.

**\* Once you select a major, you must transfer to the college that offers the major.**

## REGISTRATION

Students will use the "Campus Connection Student Portal" via the NDSU Home Page in which to register for classes. Students will also use this portal for the following: account information, class list for the semester, course catalog of classes, drop/adds, financial aid information, holds, schedule of classes for the semester, unofficial transcripts, and much more. The web address for this site is [www.ndsu.edu/bisonconnection/connect](http://www.ndsu.edu/bisonconnection/connect).

**Do I need to see my advisor about my semester schedule?** Yes, make an appointment with your advisor during advising week to plan your schedule of classes. Dates for advising and registration are published in the annual "NDSU Academic Dates & Deadlines" pocket calendar, the Office of Registration & Records web site ([www.ndsu.edu/registrar](http://www.ndsu.edu/registrar)) and "The Spectrum," published twice per week when full semester classes are in session.

## WITHDRAWING TO ZERO CREDITS

**How do I withdraw to zero credits?** If you find it necessary to withdraw to zero credits during any semester in which you are enrolled, you must file a completed "Withdrawing to Zero Credits" form, [www.ndsu.edu/registrar/forms](http://www.ndsu.edu/registrar/forms). Process your withdrawal at Bison Connection in the Memorial Union, during regular business hours, Monday through Friday.

Refer to the University's official dates and deadlines, [www.ndsu.edu/bisonconnection/dates](http://www.ndsu.edu/bisonconnection/dates), for the last day to withdraw. Withdrawals after this date are not processed without evidence of compelling circumstances beyond the student's control.

If you do not want to attend the next semester but are finishing the semester you are presently enrolled in, simply do not register for the next semester.

## OTHER QUESTIONS

**What if I think a course is of poor quality or an instructor is unfair?** Talk with the instructor first. If the situation is not resolved, notify the department chair or the Associate Dean for Academic Affairs & Assessment. Such information is important if improvement is to be brought about now or in the future. Remember that even if changes cannot be made immediately, your comments are taken seriously.

**What if I think a course or instructor is exceptionally good?** Tell the instructor and notify the department chair and the Associate Dean for Academic Affairs & Assessment.

**What if I think I have been treated unfairly?** Bring your situation to the attention of your advisor, the Department Chair, the Dean of your college or the Associate Dean for Student Affairs & Faculty Development. You may be advised to prepare a petition for relief from a bad situation or unfair decision.

**Can I see the Deans?** The Dean of the College of Pharmacy, Nursing, and Allied Sciences is Dr. Charles Peterson. He is eager to meet students and is deeply concerned about the kind of education they receive, as well as problems facing students at NDSU. To set up an appointment with him, contact his assistant at 231-6469. The Dean's Office is in the Administrative Office, Sudro Hall 123.

Dr. Daniel Friesner, Associate Dean for Student Affairs & Faculty Development, handles student affairs within the College of Pharmacy, Nursing, and Allied Sciences. He is concerned about students and can assist with personal, career and admissions issues. He may be reached at 231-7601, Sudro Hall 123.

Dr. Cynthia Naughton, Associate Dean for Academic Affairs & Assessment, oversees curriculum and assessment activities within the College of Pharmacy, Nursing, and Allied Sciences. She is concerned about students and can assist with academic and career issues. She may be reached at 231-9489, Sudro Hall 123.

Department Chairs in the Pharmacy Program are: Dr. Donald Miller, Chair of Pharmacy Practice, 231-7941, Sudro Hall 118A1; Dr. Jagdish Singh, Chair of Pharmaceutical Sciences, 231-7661, Sudro Hall 102.

The Department Chair of Nursing is located in Sudro Hall 136 (231-7772).

The Director of the Allied Sciences Program is Ms. Polly Olson, 231-8133, Sudro Hall 118S.

## REGISTRATION PROCEDURES

### Academic Advisors

Students in the pre-pharmacy and professional pharmacy program are assigned a faculty advisor. It is important to meet with your advisor on a regular basis to receive updated curricular information. Advisors help students learn how to complete the registration procedures. **Students are responsible for the course and program selections which they make.** However, an advisor is a valuable source for acquiring information about the advisability of students choices. (If you desire a change of advisor, please contact the Associate Dean of Student Affairs & Faculty Development of the College of Pharmacy, Nursing, and Allied Sciences, 231-7601.)

### Orientation

North Dakota State University (NDSU) provides orientation for all new undergraduate students, both entering freshmen and transfer students taking on-campus courses. Individuals entering NDSU for the first time as full-time students are expected to participate.

The purpose of orientation is to familiarize new students with the philosophy, programs, and student services at NDSU. The orientation program is designed to introduce new students to campus life through involvement with upper class student leaders for first-hand information. During orientation new students will also meet with the Associate Dean for Student Affairs & Faculty Development. At the conclusion of the orientation program, students receive comprehensive registration assistance.

### Registration

Prior to the start of classes each semester, students must register for courses according to the instructions published on the Office of Registration & Records' web page ([www.ndsu.edu/registrar](http://www.ndsu.edu/registrar)). New students have two opportunities for registration prior to fall semester. The first opportunity is in conjunction with the summer orientation program. The second opportunity is during the fall orientation which is scheduled just prior to the beginning of classes in August. In either case the procedure is similar. The methods of registration are published each semester on the Office of Registration & Records' web page ([www.ndsu.edu/registrar](http://www.ndsu.edu/registrar)) via the campus connection link.

### Registration for students currently enrolled at NDSU

Students who are currently enrolled are encouraged to register early for their next semester. Early registration for the next semester is usually scheduled at the midpoint of the current semester. Students are informed of the dates for advising week and expected to make an appointment with their advisor.

***You are encouraged to consult and become acquainted with your advisor and professors as well as the department chair in your major area.***

## GENERAL EDUCATION REQUIREMENTS

These requirements apply to all students who enter NDSU in pursuit of a baccalaureate/professional degree. Refer to [www.ndsu.edu/registrar](http://www.ndsu.edu/registrar) for a current and complete listing of General Education course offerings, policies and transfer procedures. Only courses approved by the General Education Committee and University Senate may fulfill category requirements.

### NOTE:

*Before making course selections, students should check with their advisors for possible additional college requirements.*

### **Total Required Credits from General Education Categories =..... 40\***

\*The General Education core is 40 credits for students enrolling at NDSU Fall 2007 and later (39 credits for students who transfer 24 or more semester credits). Students who enrolled prior to Fall 2007, must complete a 37-credit general education core (36 credits if 24 or more semester credits were transferred). Some programs of study require additional or specific general education requirements. Consult your curriculum guide or advisor.

### **Courses Approved for General Education as of 6/28/2011:**

	<b>CREDITS</b>
<b>FIRST-YEAR EXPERIENCE COURSE (Alphabetic Indicator = F).....</b>	<b>1</b>
- A first year experience course is required of all new students who transfer fewer than 24 semester credits to NDSU.	
Aben/Agri/Busn/HD&E/ME/Univ 189:	
Skills for Academic Success .....	1
<b>CATEGORY 1: Communication (Alphabetic Indicator = C) .....</b>	<b>12*</b>
(9 credits if enrollment is prior to Fall 2007)	
Comm 110, Fundamentals of Public Speaking .....	3
or Comm 111, Honors Public Speaking .....	3
Nine Credits must be in Writing, three at the Upper-Level* :	
Engl 110, College Composition I .....	3
or Engl 111, Honors Composition I .....	3
or Engl 112, ESL College Composition I .....	4
Engl 120, College Composition II .....	3
or Engl 121, Honors Composition II .....	3
or Engl 122, ESL College Composition II .....	4
<b>Upper-Level Writing:</b>	
Engl 320, Business & Professional Writing .....	3
Engl 321, Writing in the Technical Professions .....	3
Engl 322, Creative Writing I .....	3
Engl 323, Creative Writing II .....	3
Engl 324, Writing in the Sciences .....	3
Engl 325, Writing in the Health Professions .....	3
Engl 326, Writing in the Design Professions .....	3
Engl 357, Visual Culture & Language .....	3

Engl 358, Writing in the Humanities/Social Sci .....	3
Engl 459, Research & Writing Grant Proposals .....	3
Fren 360, Studies in Language & Style .....	3
Hist 390, Historical Research & Writing .....	3
Micr 354, Scientific Writing.....	3
Span 401, Advanced Spanish Writing & Grammar.. .....	3

**CATEGORY 2: Quantitative Reasoning (Alphabetic Indicator = R)..... 3**

CSci 122, Beginning BASIC/Visual BASIC .....	3
CSci 125, Beginning COBOL .....	3
CSci 159, Computer Science Problem Solving.....	3
Math 104, Finite Mathematics .....	3
Math 146, Applied Calculus I.....	4
Math 165, Calculus I .....	4
Stat 330, Introductory Statistics .....	3

**CATEGORY 3: Science & Technology (Alphabetic Indicator = S)..... 10**

- At least four credits must be in natural or physical sciences.
- A one-credit lab course must be taken as a co-requisite with a general education science/technology course unless the course includes an embedded laboratory experience equivalent to a one-credit course.

**Natural Science (Sn):**

Biol 111/111L, Concepts of Biology/Lab.....	3/1
MBiol 124/124L, Environmental Science/Lab .....	3/1
Biol/Zoo126/126L, Human Biology/Lab.....	3/1
Biol 220/220L, Human Anatomy & Physiology I/Lab .....	3/1
Ent 210, Insects, Humans & the Environment.....	3
Hon 342, Colloquium in the Sciences .....	3
Micr 202/202L, Introductory Microbiology/Lab .....	2/1
MNRM/RNG 225, Natural Resources & Agro-ecosystems	3
MPISc 110, World Food Crops/Lab.....	3
PISc 111, Genetics and You .....	2
PISc 210/211, Horticulture Science/Lab.....	3/1
PISc/Biol/Bot/Zoo 315/315L, Genetics/Lab .....	3/1

**Physical Science (Sp):**

Chem 117/117L, Chemical Concepts & Appl/Lab .....	3/1
Chem 121/121L, General Chemistry I/Lab.....	3/1
Chem 122/122L, General Chemistry II/Lab .....	3/1
MGeol 105/105L, Physical Geology/Lab .....	3/1
MGeol 106/106L, The Earth Through Time/Lab .....	3/1
Geol 107L, Eastern North Dakota Field Course .....	1
HNES 250, Nutrition Science .....	3 *
Phys 110/110L, Introductory Astronomy/Lab .....	3/1
Phys 120/120L, Fundamentals of Physics/Lab.....	3/1
Phys 211/211L, College Physics I/Lab .....	3/1
Phys 212/212L, College Physics II/Lab.....	3/1
Univ 150, Foundations of Science .....	3

**Technology (St):**

CSci 114, Microcomputer Packages .....	3
or CSci 116, Business use of Computers.....	4
Soil 217, Intro to Meteorology & Climatology .....	3

**\* HNES 250 may be used for Category 5b, Wellness, if taken in addition to the 10 credits required in Science & Technology. It may not be counted in more than one category.**

**CATEGORY 4: Humanities & Fine Arts (Alphabetic Indicator = A) ..... 6**

- No more than three of the six credits may be in fine arts performance.

ADHM 310, History of Fashion.....	3
ADHM 315, History of Interiors I.....	3
ADHM 316, History of Interiors II.....	3
<input type="checkbox"/> ADHM 410, Dress in World Cultures .....	3
<input type="checkbox"/> ADHM 411, Food and World Cultures.....	3
MArch 321, History of Architecture I.....	3
Arch 322, History of Architecture II.....	3
<input type="checkbox"/> Art 110, Introduction to the Visual Arts .....	3
MArt 111, Introduction to Art History .....	3
Art 210, Art History I .....	3
Art 211, Art History II .....	3

**CATEGORY 4: Humanities & Fine Arts (continued)..... 6**

Clas 101, First-Year Latin I.....	4
Clas 151, First-Year Greek I .....	4
Engl 220, Introduction to Literature .....	3
Engl 225, Introduction to Film.....	3
Engl 251, British Literature I.....	3
Engl 252, British Literature II.....	3
Engl 261, American Literature I.....	3
Engl 262, American Literature II .....	3
<input type="checkbox"/> Engl 330, British/American Women Writers.....	3
<input type="checkbox"/> Engl 335, Multicultural Writers.....	3
MAngl 336, Literature and the Environment.....	3
<input type="checkbox"/> Engl 340, 19 <sup>th</sup> Century American Fiction .....	3
<input type="checkbox"/> Engl 341, 20 <sup>th</sup> Century American Fiction .....	3
<input type="checkbox"/> Engl 345, Themes in American Culture .....	3
Engr 311, History of Technology in America.....	3
EnvD 101, Introduction to Environmental Design .....	3
MFren 101, First-Year French I.....	4
MFren 102, First-Year French II .....	4
<input type="checkbox"/> Fren 201*, Second-Year French I.....	3
OFren 345, Women in French Literature .....	3
MGerm 101, First-Year German I .....	4
MGerm 102, First-Year German II.....	4
<input type="checkbox"/> Germ 201*, Second-Year German I.....	3
MGerm 220, German Culture & Society .....	3
Hist 101, Western Civilization I .....	3
Hist 102, Western Civilization II.....	3
Hist 103, U.S. to 1877 .....	3
Hist 104, U.S. since 1877.....	3
<input type="checkbox"/> Hist 135, Race in U.S. History .....	3
<input type="checkbox"/> Hist 261, American Indian Story .....	3
<input type="checkbox"/> Hist 271, Intro/Latin American History .....	3

M Hist 381, Australia & New Zealand .....	3
□ Hist 431, The North American Plains .....	3
Hon 340, Colloquium in the Humanities .....	3
□ Hon 386, World Literature: Imaginary Homelands .....	3
LA 322, History of Landscape Architecture .....	4
Musc 100, Music Appreciation .....	3
Musc 103, Introduction to Music History .....	3
□ Musc 108, Roots of American Popular Music .....	3
Phil 101, Introduction to Philosophy .....	3
Phil 111, Professional Responsibility & Ethics .....	3
□ Phil 215, Contemporary Moral Issues .....	3
RelS 100, Introduction to Religion .....	3
M Span 101 First-Year Spanish I .....	4
M Span 102, First-Year Spanish II .....	4
□ Span 201*, Second-Year Spanish I .....	3
Thea 110, Introduction to Theatre Arts .....	3
□ Thea 115, World Film .....	3
□ Thea 280, World Theatre .....	3
□ WS 110, Introduction to Women's Studies .....	3
□ WS 112, Introduction to Masculinities .....	3

**Fine Arts Performance:**

- Any performance courses must be in addition to those required for the student's major.

Art 130, Drawing I .....	3
Thea 161, Acting I .....	3

\* Fren 201, Germ 201 and Span 201 taken prior to Fall 2005 count as Global Perspectives.

**CATEGORY 5a: Social & Behavioral Sciences (Alphabetic Indicator= B) ..... 6**

ADHM 486, Dress & Human Behavior .....	3
□ Anth 111, Introduction to Anthropology .....	3
Comm 112, Understanding Media/Social Change .....	3
Comm 114, Human Communication .....	3
Comm 212, Interpersonal Communication .....	3
□ Comm 216, Intercultural Communication .....	3
M Econ 105, Elements of Economics .....	3
M Econ 201, Principles of Microeconomics .....	3
M Econ 202, Principles of Macroeconomics .....	3
M Engr 312, Impact of Technology on Society .....	3
M Geog 151, Human Geography .....	3
M Geog 161, World Regional Geography .....	3
H&CE 341, Leadership & Presentation Techniques .....	3
HDFS 135, Family Science .....	3
HDFS 186, Consumer & Society .....	3
HDFS 230, Life Span Development .....	3
M HDFS 468, Families and work .....	3
□ HDFS 475, Children & Families Across Cultures .....	3
Hon 341, Colloquium in the Social Sciences .....	3
Intl 110, Introduction to International Studies .....	3
PolS 110, Introduction to Political Science .....	3
PolS 115, American Government .....	3
M PolS 120, Terrorism .....	3

M PolS 220, International Politics.....	3
Psyc 111, Introduction to Psychology .....	3
Psyc 210, Human Sexuality .....	3
Psyc 211, Introduction to Behavior Modification .....	3
Psyc 212, Psychological Aspects of Drug Use/Abuse.....	3
Psyc/Soc 214, Social Interaction .....	3
Psyc 250, Developmental Psychology .....	3
Psyc 270, Abnormal Psychology .....	3
Soc 110, Introduction to Sociology .....	3
□ Soc 235, Cultural Diversity .....	3
□ Soc 412, Sociology of Sex Roles .....	3

**CATEGORY 5b: Social/Behavioral Science-Wellness (Alphabetic Indicator = W) ..... 2**

- Required is a social/behavioral science course that integrates at least two areas of lifelong wellness: emotional well-being, nutrition, physical activity, and psychological development.

HD&E 220, Individual & Family Wellness .....	2
HDFS 182, Wellness and Aging.....	3
HDFS 242, Couples, Marriages, and Families .....	3
HNES 100, Concepts of Fitness & Wellness .....	2
HNES 111, Wellness .....	3
HNES 200, Principles of Nutrition.....	3
HNES 217, Personal & Community Health .....	3
HNES 270, Consumer Issues in Food & Nutrition.....	3

**\* The Wellness requirement may also be satisfied with HNES 250, Nutrition Science, from Category 3, Science & Technology. However, it may only fulfill Wellness if taken in addition to the 10 credits required in Science & Technology. It may not be counted in more than one category.**

**□ Indicates that the course is also approved for CATEGORY 6: Cultural Diversity (Alphabetic Indicator = D)**

- This requirement is met by completing any general education course designated with a square indicating it also is approved for Cultural Diversity. No additional credit is required.

**M Indicates that the course is also approved for CATEGORY 7: Global Perspectives (Alphabetic Indicator = G)**

- This requirement is met by completing any general education course designated with a circle indicating it also is approved for Global Perspectives. No additional credit is required.



## NURSING DEPARTMENT POLICIES, AND INFORMATION

North Dakota State University offers a four-year program leading to the Bachelor of Science Degree in Nursing (BSN). The curriculum of the nursing program is designed to develop knowledge and skills necessary for professional nursing practice. The majority of the nursing major is in the junior and senior years enabling the student to build upon a foundation of liberal arts and natural sciences. The curriculum prepares professional nurses who will anticipate and respond to changes affecting the health needs of individuals, groups, and communities.

The nursing major is community focused and addresses the nursing needs of individuals, families and groups throughout the life span. The curriculum emphasizes the assessment and promotion of health, and the treatment of health problems in a variety of settings. Students have clinical experience in community and institutional settings. Some courses focus on the individual as a client with specific health needs in a family system, whereas other courses view the community as client.

The pre-nursing program (first two semesters) is open to all high school graduates and college transfer students who wish to pursue a major in nursing. To enter the pre-nursing program the student must qualify for and obtain admission to the University. Applications to NDSU may be obtained from the University Admissions Office or online at [http://www.ndsu.edu/nursing/baccalaureate\\_degree/pre\\_licensure\\_track/](http://www.ndsu.edu/nursing/baccalaureate_degree/pre_licensure_track/). All pre-nursing and nursing students are assigned a faculty advisor in the Nursing Department.

**Tuition, fees, housing and other expenses are explained in the NDSU *Bulletin*. The Bulletin is available at [http://www.ndsu.nodak.edu/prospective\\_students/index2.shtml](http://www.ndsu.nodak.edu/prospective_students/index2.shtml).**

### Essential Qualifications of Candidates for Undergraduate Admission and Progression

Nursing education entails an assimilation of knowledge, clinical skill, and critical thinking relying on acquired judgment. These abilities are developed through the variety of didactic and practice opportunities throughout the nursing curriculum.

During their course of study, students interact closely with peers, clients, families, community agency personnel, faculty, and other health professionals. They engage in a variety of activities which involve a unique combination of cognitive, psychomotor, cultural, technical, and social abilities.

In order to complete this rigorous course of study and to practice effectively as a nurse, one must demonstrate competence in many areas. Therefore, certain essential abilities are necessary for admission to the undergraduate nursing program. A candidate must be able to perform all essential functions of the student nurse either with or without accommodation.

#### ESSENTIAL ABILITIES

##### Gross Motor Skills

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

##### Fine Motor Skills

- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)

Write with pen or pencil

Key/type (e.g., use a computer)

Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)

Twist (e.g., turn objects/knobs using hands)

Squeeze with finger (e.g., eye dropper)

##### Physical Endurance

Stand (e.g., at client side during surgical or therapeutic procedure)

Sustain repetitive movements (e.g., CPR)

Maintain physical tolerance (e.g., work entire shift)

### **Physical Strength**

Push and pull 25 pounds (e.g., position clients)  
 Support 25 pounds of weight (e.g., ambulates client)  
 Lift 25 pounds (e.g., pick up a child, transfer client)  
 Move light objects weighing up to 10 pounds (e.g., IV poles)  
 Move heavy objects weighing from 11 to 50 pounds  
 Defend self against combative client  
 Carry equipment/supplies  
 Use upper body strength (e.g., perform CPR, physically restrain a client)  
 Squeeze with hands (e.g., operate fire extinguisher)

### **Mobility**

Twist  
 Bend  
 Stoop/squat  
 Move quickly (e.g., response to an emergency)  
 Climb (e.g., ladders/stools/stairs)  
 Walk

### **Hearing**

Hear normal speaking level sounds (e.g., person-to-person report)  
 Hear faint voices  
 Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)  
 Hear in situations when not able to see lips (e.g., when masks are used)  
 Hear auditory alarms (e.g., monitors, fire alarms, call bells, infusion pumps)

### **Visual**

See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)  
 See objects up to 20 feet away (e.g., client in a room)  
 See objects more than 20 feet away (e.g., client attend of hall)  
 Use depth perception  
 Use peripheral vision  
 Distinguish color (e.g., color codes on supplies, charts, and bed)  
 Distinguish color intensity (e.g., flushed skin, skin paleness)

### **Tactile**

Feel vibrations (e.g., palpate pulses)  
 Detect temperature (e.g., skin, solutions)  
 Feel differences in surface characteristics (e.g., skin turgor, rashes)  
 Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)  
 Detect environmental temperatures (e.g., check for drafts)

### **Smell**

Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)  
 Detect smoke  
 Detect gases or noxious smells

### **Reading**

Read and understand written documents (e.g., policies, protocols)

### **Arithmetic Competence**

Read and understand columns of writing (flow sheet, charts)  
 Read digital displays  
 Read graphic printouts (e.g., EKG)  
 Calibrate equipment  
 Convert numbers to and/or from the Metric System  
 Read graphs (e.g., vital sign sheets)  
 Tell time  
 Measure time (e.g., count duration of contractions, etc.)  
 Count rates (e.g., drips/minute, and pulse)  
 Use measuring tools (e.g., thermometer)  
 Read measurement marks (e.g., measurement tapes, scales, etc)  
 Add, subtract, multiply, and/or divide whole numbers  
 Compute fractions (e.g., medication dosages)  
 Use a calculator  
 Write numbers in records

### **Emotional Stability**

Establish therapeutic boundaries  
 Provide client with emotional support  
 Adapt to changing, environment/stress  
 Deal with the unexpected (e.g., client going bad, crisis)  
 Focus attention on task  
 Monitor own emotions  
 Perform multiple responsibilities concurrently  
 Handle strong emotions (e.g., grief)

*Source: National Council of State Boards of Nursing Inc. 1-312-787-6555.*

**Analytical Thinking**

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long term memory
- Use short term memory

**Critical Thinking**

- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

**Interpersonal Skills**

- Negotiate interpersonal conflict
- Respect differences in clients
- Establish rapport with clients
- Establish rapport with co-workers

**Communication Skills**

- Teach (e.g., client/family about health care)
- Explain procedures
- Give oral reports (e.g., report on client=s condition to others)
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct activities of others
- Convey information through writing  
(e.g., progress notes)

# ADMISSION REQUIREMENTS AND PROCEDURES

## Pre-Licensure Applicants

The nursing program is a four year course of study leading to a baccalaureate degree with a major in nursing (B.S.N.). Upon successful completion of the program, the graduate will be eligible to make application to take the national examination for licensure as a registered nurse (R.N.).

### Pre-Licensure Nursing Curriculum (sample)

FIRST YEAR by semester (30 credits) **Selected core courses will be used for selective GPA for admission to professional program					
COURSE	FALL	Cr	COURSE	SPRING	Cr
~ENGL 110, College Composition I		3	COMM 110, Fundamentals of Public Speaking**		3
CHEM 117, Chemical Concepts & Application**		3	CHEM 260, Elements of Biochemistry**		4
CHEM 117L, Chemical Concepts Lab**		1	ENGL 120, College Composition II**		3
SOC 110, Intro to Sociology <b>OR</b> ANTH 111, Intro to Anthropology (D)**		3	MICRO 202, Intro Microbiology**		2
UNIV 189, Skills for Academic Success		1	MICRO 202L, Introductory Micro Lab**		1
Quantitative Reasoning (R)		3	PSYC 111, Introduction to Psychology**		3
<b>TOTAL</b>		<b>14</b>	<b>TOTAL</b>		<b>16</b>
SECOND YEAR by semester (30 credits)					
COURSE	FALL	Cr	COURSE	SPRING	Cr
BIOL 220, Anatomy & Physiology I*		3	BIOL 221, Anatomy & Physiology II*		3
BIOL 220L, Anatomy & Physiology I Lab*		1	BIOL 221L, Anatomy & Physiology II Lab*		1
PSYC 250, Developmental Psychology <b>OR</b> * CDFS 230, Life Span Development		3	HNES 250, Nutrition Science (W) *		3
NURS 240, Nursing as a Scholarly Profession#		3	NURS 251, Skills/Concepts for Nursing Practice# +		2
NURS 250, Health Promotion#		2	NURS 252, Gerontology Nursing#		2
Cultural Diversity (D)		3	NURS 360, Health Assessment# <sup>+</sup>		4
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

~First year students with a composite ACT score of  $\geq 21$  should register for ENGL 120 (Unless transfer credit for ENGL 120 is received). If ENGL 120 is completed with a grade of "C" or better, three credits will be awarded for ENGL 110 with a passing grade of (P). For more details on NDSU's English Placement process, go to [www.ndsu.edu/cfwriters](http://www.ndsu.edu/cfwriters).

THIRD YEAR by semester (33 credits) <i>Prior to beginning NURS 342, students must have completed all courses with a grade of C or higher.</i>					
COURSE	FALL	Cr	COURSE	SPRING	Cr
NURS 340, Leadership & Ethical Reflection		2	NURS 352, Family Health Nursing I <sup>+</sup>		5
NURS 341, Foundations of Clinical Nursing <sup>+</sup>		3	NURS 362, Family Health Nursing II <sup>+</sup>		4
NURS 342, Adult Health Nursing I <sup>+</sup>		5	NURS 430, Nursing Management		2
PHARM 300, Princ of Clin Pharm		3	Humanities & Fine Arts (A)		3
Upper Level English (300 level)		3	Elective		3
TOTAL		16	TOTAL		17
FOURTH YEAR by semester (30 credits)					
COURSE	FALL	Cr	COURSE	SPRING	Cr
NURS 402, Mental Health Nursing <sup>+</sup>		5	NURS 404, Adult Health Nursing III <sup>+</sup>		4
NURS 403, Adult Health Nursing II <sup>+</sup>		5	NURS 406, Public Health Nursing <sup>+</sup>		4
Humanities & Fine Arts (A)		3	NURS 450, Synthesis/Practicum		4
NURS 440, Nursing Issues/Career Development		2	Global Perspectives (G)		3
TOTAL		15	TOTAL		15

The following courses must be completed prior to application to the nursing major: **The selective GPA is the GPA of the following pre-requisite courses (23 credits).**

COMM 110-Fundamentals of Public Speaking - 3 cr.  
 ENGL 120-College Composition II - 3 cr.  
 PSYCH 111-Intro to Psychology - 3 cr  
 SOC 110-Intro to Sociology - 3 cr **or**  
 ANTH 111-Intro to Anthropology  
 CHEM 117 & 117L-Chemical Concepts and Applications & Lab - 4cr.  
 CHEM 260-Elements of Biochemistry - 4 cr.  
 MICRO 202 & 202L-Intro to Microbiology and Lab - 3 cr.

No nursing or nursing support course (i.e., course listed with an \* or \*\*) may be repeated more than once. The grade received during the student's second attempt will be used in evaluation for admission. The number of support courses which may be repeated **is limited to three**. All courses listed with a \* or \*\* or # must be completed prior to enrollment in Nursing 342.

Nursing courses with a clinical component (listed with a <sup>+</sup>) require student participation not only in the didactic portion of the course but also in the associated clinical experience. Clinical components are scheduled to maximize optimal experience, thus, students need to maintain a course schedule that allows for clinical experience during designated times.

**NOTE: All nursing and pre-requisite courses must be completed with a "C" or better. The minimum cumulative GPA must be at least 3.0**

Consult with your nursing faculty advisor for electives which may enhance your program of study and meet graduation requirements.

## Admission Requirements:

Applicants should note that admission to the University does not grant admission to the professional nursing major. All students must apply and be accepted to the major before they may begin the sequence of professional nursing courses.

Application forms for admission to the professional nursing major are available in mid-January and may be obtained on-line at [http://www.ndsu.edu/nursing/baccalaureate\\_degree/pre\\_licensure\\_track/](http://www.ndsu.edu/nursing/baccalaureate_degree/pre_licensure_track/) or Department of Nursing in Sudro Hall 136.

Students may apply for admission into the professional nursing major upon satisfactory completion of the pre-requisite courses. A student may apply to the nursing program **a maximum of two times**.

Applications are reviewed by the Nursing Department Admissions and Academic Progression Committee. The applicant should be aware that because the size of each entering class is limited, admission into the professional program is competitive.

In order to be eligible for admission to the nursing major, an applicant must:

1. Be accepted to NDSU
2. Be a pre-nursing student
3. Have a 3.0 (4.0 = A) cumulative GPA on a minimum of 27 semester hours
4. Have a 3.0 GPA in selected pre-requisite courses. (See sample curriculum on previous pages)
5. Submit all application materials including essay and fee.
6. Students who have not attended North Dakota State University must submit directly to the Nursing Department transcripts from all colleges/ universities attended.

## Admission Procedures:

1. **Application materials must be submitted by May 20. The student is responsible for seeing that ALL application materials are submitted.** Applicants with materials missing will not be considered for admission.
2. Admission is determined by:
  - a. GPA on selected prerequisite courses (see sample curriculum on previous pages). This GPA must be at least 3.0. Because of limitations on class size the typical student admitted to the nursing program has a selective GPA higher than 3.0.
  - b. number of credits (up to 27) taken in the North Dakota University System (NDUS)
  - c. references and recommendations
  - d. essay
  - e. interview, if requested, by Admissions Committee
3. When maximum class size is met, the remaining applicants who are most qualified are placed on a waiting list. If vacancies occur, individuals on the alternate list will be notified in order of rank on the waiting list. This list becomes void after the first class day. If an applicant was admitted and did not enroll, the applicant must reapply to be considered for future re-admission.
4. Applicants will be notified by letter during July regarding their admission status.

## LPN Licensure Applicants

An alternative curricular pathway is available for the licensed practical nurse with an associate degree in nursing. Nursing courses are offered over six semesters (including summers). Length of the program depends on prior college credit earned and completion of general education courses required for the degree. If the student completes all general education and support course requirements prior to beginning the sequence of nursing courses, the program is part time (9 or less credits per semester). Students are advised (in consultation with their advisor) to design a plan for degree completion that best meets their needs.

## Baccalaureate Nursing Curriculum (modified for the LPN)

English I	<b>General Chemistry</b>	General Psychology
<b>English II</b>	Biochemistry	<b>Developmental Psychology</b>
Upper Division English	<b>Microbiology</b>	<b>Sociology/Anthropology</b>
<b>Oral Communication</b>	<b>Anatomy/Physiology I</b>	<b>Quantitative Reasoning</b>
Fine Arts/Humanities	<b>Anatomy/Philosophy II</b>	Nutrition
Humanities/Fine Arts`	NURS 240	NURS 299
Cultural Diversity	NURS 340	NURS 360
Global Perspectives	NURS 372	NURS 405
Pharmacology	NURS 406	NURS 407
Electives	NURS 430	NURS 440
	NURS 450	

All credits from accredited colleges are accepted as transfer credits. A total of 122 credits is needed for the baccalaureate degree. Included in the 122 credits must be a minimum of 36 credits from NDSU (including the last 30 credits for the degree), a minimum of 60 credits from four-year institution(s), and a minimum of 37 upper division credits (including at least 15 from NDSU).

## Admission Requirements

- Advance placement decision exam scores of ninety or greater must be achieved on examinations in adult health, maternal/child, and mental health nursing.  
These national standardized tests are offered at NDSU and other sites. They will be offered at NDSU in April and August. Any interested person may take the examinations. Registration is required. Contact the Nursing Department office for specific dates, times, and costs.
- Current unencumbered practical nurse license (LPN)
- Completion of an associate degree in nursing.
- Admission to NDSU as a pre-nursing student.
- Completion of the following courses with a minimum of a C in each course and a GPA of at least 3.0 on 4.0 scale on the cluster of courses:
  - English 120
  - Communications 110
  - Biology 220, 220L, 221, & 221L
  - Microbiology 202 & 202L
  - Psychology 250
  - Sociology 110 or Anthropology 111
- All application materials including fee submitted

## Admission Procedures

- Students will receive an invitation to apply to the nursing program when the required advanced placement examination scores are documented in the nursing office. Application materials will be sent with the invitation.

2. Application materials include
  - a. an application form
  - b. two references
  - c. a health status documentation form
  - d. criminal background check forms
  - e. evidence of current CPR certification at Health Provider Level
3. **Applications are due October 15<sup>th</sup>** and are reviewed by the Admission and Progression Committee. An interview may be requested.
4. Applicants will be notified of the admission decision. If invited to admission, the applicant's acceptance letter will include a degree plan for completion of requirements for completing the baccalaureate degree in nursing. An applicant is encouraged to visit with his/her advisor about the degree plan prior to or as soon as possible after admission.
5. Admission to the nursing program is completed by the applicant's acceptance of the invitation to admission and payment of the admission fee.
6. Enrollment in the professional program begins spring semester. Students must review and meet the Technology Requirements in order to complete course work for the degree at [http://www.ndsu.edu/dce/student\\_resources/getting\\_ready/tech\\_requirement\\_bb](http://www.ndsu.edu/dce/student_resources/getting_ready/tech_requirement_bb).
7. Following the successful completion of one semester of nursing courses, the student receives 14 credits per the validation exams.



## College of Pharmacy, Nursing, and Allied Sciences

### LPN to BSN Degree Plan

Year 1		
SPRING	SUMMER	FALL
Validation Exams (April) - Adult Health - Maternal/Child Health - Mental Health		Validation Exams (August) - Adult Health - Maternal/Child Health - Mental Health ** Courses as need bases on transfer equivalency
Year 2		
SPRING	SUMMER	FALL
NURS 299 – 2 credits NURS 360 – 4 credits  ** Additional Courses as need basis on transfer equivalency	NURS 240 – 3 credits NURS 406 – 4 credits  ** Additional Courses as need based on transfer equivalency	NURS 340 – 2 credits NURS 372 – 3 credits NURS 405 – 2 credits  ** Additional Courses as need bases on transfer equivalency
Year 3		
SPRING	SUMMER	FALL
NURS 430 – 2 credits NURS 407 – 3 credits (didactic)  ** Additional Courses as need based on transfer equivalency	NURS 407 – 2 credits (clinical)  ** Additional Courses as need based on transfer equivalency	NURS 440 – 2 credits NURS 450 – 4 credits  ** Additional Courses as need based on transfer equivalency

General education courses to be completed prior to or concurrent with first nursing courses:

- Chemistry 117 & 117L: Chemical Concepts and Applications & Lab (only offered fall semester)
- Chemistry 260: Elements of biochemistry (only offered Spring semester)
- Quantitative Reasoning

- Upper level English
- Humanities & Fine Arts Electives (6 credits total)
- Global Perspectives Elective
- Cultural Diversity Elective

General courses to be completed prior to graduation:

- Electives as need to meet the following requirements: 122 total credits, 60 credits from a 4-year institution, 36 credits completed at NDSU, 36 credits 300-400 level courses.

## **RN Applicants**

An alternative curricular pathway is available for the registered nurse with an associate degree in nursing or a diploma in nursing. Nursing courses are offered over six semesters (including summers). Length of the program depends on prior college credit earned and completion of general education courses required for the degree. If the student completes all general education and support course requirements prior to beginning the sequence of nursing courses, the program is part time (9 or less credits per semester). Students are advised (in consultation with their advisor) to design a plan for degree completion that best meets their needs.

### **Baccalaureate Nursing Curriculum (modified for the RN)**

English I	<b>General Chemistry</b>	General Psychology
<b>English II</b>	Biochemistry	<b>Developmental Psychology</b>
Upper Division English	<b>Microbiology</b>	<b>Sociology/Anthropology</b>
<b>Oral Communication</b>	<b>Anatomy/Physiology I</b>	<b>Quantitative Reasoning</b>
Fine Arts/Humanities	<b>Anatomy/Philosophy II</b>	Nutrition
Humanities/Fine Arts`	NURS 240	NURS 340
Cultural Diversity	NURS 360	NURS 372
Global Perspectives	NURS 405	NURS 406
Pharmacology	NURS 407	NURS 430
Electives	NURS 440	NURS 452

All credits from accredited colleges are accepted as transfer credits. A total of 122 credits is needed for the baccalaureate degree. Included in the 122 credits must be a minimum of 36 credits from NDSU (including the last 30 credits for the degree), a minimum of 60 credits from four-year institution(s), and a minimum of 37 upper division credits (including at least 15 from NDSU).

### **Admission Requirements**

1. Current unencumbered registered nurse license (RN)
2. Completion of an associate degree in nursing or a diploma in nursing.
3. Admission to NDSU as a pre-nursing student.
4. Completion of the following courses with a minimum of a C in each course and a GPA of at least 3.0 on 4.0 scale on the cluster of courses:
  - a. English 120
  - b. Communications 110
  - c. Biology 220, 220L, 221, & 221L
  - d. Microbiology 202 & 202L
  - e. Psychology 250
  - f. Sociology 110 or Anthropology 111
5. All application materials submitted

## **Admission Procedures**

1. Application materials include
  - a. an application form
  - b. two references
  - c. health status documentation form
  - d. criminal background check forms
  - e. evidence of current CPR certification at Health Provider Level.
2. **Applications are due October 15<sup>th</sup>** and are reviewed by the Admission and Progression Committee. An interview may be requested.
3. Applicants will be notified of the admission decision. If invited to admission, the applicant's acceptance letter will include a degree plan for completion of requirements for completing the baccalaureate degree in nursing.
4. Admission to the nursing program is completed by the applicant's acceptance of the invitation to admission and payment of the admission fee.
5. Enrollment in the professional program begins spring semester. Students must review and meet the technology requirements courses in order to complete course work for the degree ([http://www.ndsu.edu/dce/student\\_resources/getting\\_ready/tech\\_requirement\\_bb](http://www.ndsu.edu/dce/student_resources/getting_ready/tech_requirement_bb)).
6. Following the successful completion of one semester of nursing courses, credit for courses previously taken in maternal, child, adult, and psych are posted on the student transcript.
7. An applicant is encouraged to visit with his/her advisor about the degree plan prior to or as soon as possible after admission. Registered nurses may wish to explore challenging selected nursing courses for which they feel they have met the course objectives.

### RN to BSN Degree Plan

Year 1		
SPRING	SUMMER	FALL
NURS 360 – 4 credits	NURS 240 – 3 credits NURS 406 – 4 credits	NURS 340 – 2 credits NURS 372 – 3 credits NURS 405 – 2 credits
** Additional Courses as need basis on transfer equivalency	** Additional Courses as need based on transfer equivalency	** Additional Courses as need bases on transfer equivalency
Year 2		
SPRING	SUMMER	FALL
NURS 430 – 2 credits NURS 407 – 3 credits (didactic)	NURS 407 – 2 credits (clinical)	NURS 440 – 2 credits NURS 450 – 4 credits
** Additional Courses as need based on transfer equivalency	** Additional Courses as need based on transfer equivalency	** Additional Courses as need based on transfer equivalency

General education courses to be completed prior to or concurrent with first nursing courses:

- Chemistry 117 & 117L: Chemical Concepts and Applications & Lab (only offered fall semester)
- Chemistry 260: Elements of biochemistry (only offered Spring semester)
- Quantitative Reasoning
- Upper level English
- Humanities & Fine Arts Electives (6 credits total)
- Global Perspectives Elective
- Cultural Diversity Elective

General courses to be completed prior to graduation:

- Electives as need to meet the following requirements: 122 total credits, 60 credits from a 4-year institution, 36 credits completed at NDSU, 36 credits 300-400 level courses.

## Progression

- Nursing courses are taken in a sequence in which prior learning serves as a basis for continued learning.
- Course pre-requisites must be completed prior to enrollment in a course.
- Students are responsible for monitoring progress in completing graduation requirements including total number of credits.
- Probation or suspension from the College is determined by North Dakota State University and College of Pharmacy, Nursing and Allied Sciences policies (academic requirements page 2).
- A student who fails or does not complete a course (nursing or support) that is a prerequisite for (a) course(s) in the following semester and who wishes to continue in the nursing program must stop out of the program until the needed course is available. At least two months prior to the beginning of the semester in which the student wishes to again enroll in nursing courses, the student needs to write a letter to the Admissions and Progression Committee requesting permission to enroll. The Committee after considering the request in the light of pertinent circumstances and available space in the needed course(s) will grant or deny the student's request and notify the student of the decision.
- For reasons unrelated to academic performance, a student may wish to interrupt study in the nursing major. A student in these circumstances a) visits with his/her advisor about the planned action and b) writes a letter to the Chair of the Nursing Department stating his/her intended discontinuance of study in the program and the approximate date of anticipated return to the program. This letter is placed the student's advising file. To resume study, the student must complete the admissions and academic appeal form. The form must be submitted by May 20<sup>th</sup> for fall enrollment in nursing courses and by December 20<sup>th</sup> for spring enrollment in nursing courses. The request to return is reviewed by the admissions and progression committee. Provided there is space available in the courses the student needs to complete the degree, the student may be approved by the Admissions and Progression committee to return to active status in the program. The student is subject to meeting any curricular or other program requirements that may have been initiated during the student's absence. An interruption of study shall generally not exceed one academic year.

## Dismissal

- A second experience of receiving a grade less than a C in a nursing course results in dismissal from the nursing major.
- Withdrawal from a nursing course with a grade of less than a C is considered the same as a failure for purpose of dismissal.
- Violation of the College student conduct policy (pages 3-8), violation of academic integrity, or violation of professional ethics may result in dismissal from the nursing major.
- The RN or LPN whose license to practice nursing is encumbered, revoked or suspended is dismissed from the nursing major. The LPN or RN who voluntarily surrenders his/her license to practice nursing must stop out of the nursing program until such time as his/her license is active and unencumbered.

## Re-admission

There are no particular policies for re-admission to the nursing major. The student who has been dismissed or the student who has withdrawn from the major, must follow the guidelines for admission to the major.

## Grievances and Appeals

For all grievances and appeals the North Dakota State University and College of Pharmacy, Nursing, and Allied Sciences policies are followed.

Regarding disagreement with an assigned grade see Student Complaint Policy on page 11.

Regarding grievances of another nature see North Dakota State University Policy 156 or e-mail questions to [NDSU.Policy.Manual@ndsu.edu](mailto:NDSU.Policy.Manual@ndsu.edu).

## Nursing Program History

The history of nursing education in Fargo dates back to the early 20<sup>th</sup> century when St. John's Hospital and St. Luke's Hospital each established a diploma school of nursing. The School of Nursing at St. John's closed and North Dakota State University (NDSU) began an associate degree nursing program in 1969. In 1986, NDSU and Concordia College (CC) began a collaborative baccalaureate nursing program. St. Luke's Hospital School of Nursing and the associate degree program at NDSU were discontinued. The collaborative program was the Tri-College University Nursing Consortium (TCUNC). Students took some nursing courses on the CC campus and some on the NDSU campus. In 1994 nursing faculty who had been employed by TCU became employees of either CC or NDSU but continued to teach on either or both campuses irrespective of faculty appointment.

In 2001 Minnesota State University Moorhead (MSUM), which operated a baccalaureate program for registered nurses, joined the nursing consortium and a collaborative graduate program in nursing was initiated. In 2005, the three undergraduate programs disassociated from the consortium and became independent of one another. In 2007 the graduate program consortium discontinued. NDSU has offered an independent BSN program since 2005, an independent MSN program since 2007 and a DNP program since 2005.

## Mission

The mission of the NDSU Department of Nursing is to provide baccalaureate and graduate nursing education to advance knowledge of the discipline and demonstrate leadership in meeting the healthcare needs of a diverse society.

## Program Outcomes

1. Practice nursing in accordance with American Nurses Association Standards of Practice and Standards of Professional Performance.
2. Apply in nursing practice an understanding of the basic relationships among disease transmission, health status, health policy, cultural influences, and health care economics within the global community.
3. Apply quality improvement approaches in work as peers on multidisciplinary teams.
4. Use information technology and communicate effectively with clients, health care team members, policy makers, and the public.

## Vision

The vision of the Department of Nursing is to be a recognized leader in positively impacting the health of a diverse global society through providing basic professional preparation and advanced nursing education, advancing nursing knowledge, and responding to societal needs.

## Definitions

1. “Nursing is the protection, promotion and optimalization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities and populations.”<sup>1</sup>
2. Environment is comprised of internal and external forces including technological, legal, social, cultural, epidemiological, political, religious and economic phenomena.
3. A person is a holistic being with biopsychosocial, spiritual and cultural dimensions. An individual person is a rational and moral being with an inherent dignity and worth which persists throughout the lifespan despite any limitation in any dimension of being. Persons and groups of persons (family, community and other aggregates) are the focus of nursing care.
4. Health is “physical, mental and social well-being and not merely the absence of disease or infirmity.”<sup>2</sup> Health may be described as a continuum and includes cultural and subjective perceptions of well-being. Disease is a dysfunction of a dimension of being. Illness is a subjective feeling of being unhealthy that may or may not be related to disease.

<sup>1</sup> American Nurses Association (2003). *Nursing's social policy statement, 2<sup>nd</sup> edition*. Washington, DC: American Nurses Association. p. 44.

<sup>2</sup> Preamble to the Constitution of the World Health Organization as adopted by the International Health Conference, New York, 19-22 June, 1946; signed on 22 July 1946 by the representatives of 61 States (Official Records of the World Health Organization, no. 2, p. 100) and entered into force on 7 April 1948



## Beliefs and Core Values

The faculty, students, and graduates of the department of nursing believe in the inherent worth and dignity of individuals and the value of professional nursing as an integral part of the health of society. We believe the core values of autonomy, caring, integrity, justice, professionalism and respect guide the scholarship of education, service, practice and research.

The role of faculty is to encourage, facilitate, and provide opportunities which support self-directed learning and critical thinking, enhance personal growth and socialize students as members of the profession in entry and advanced practice roles. The role of students is to develop the knowledge, skills and attitudes essential to professional nursing practice and continued study in nursing. The role of graduates is to promote the health of society, advance the discipline, and function as responsible citizens of the nation and the world.

Nursing is an art and science. It is a practice profession and an academic discipline. The domain of nursing is the human response to actual or potential variations in human functioning and life processes. Nursing involves interactions among the nurse, the person and the environment in the prevention of disease, the promotion and restoration of health, and the comfort of the dying.

Professional nursing practice is the creative application of therapeutic nursing interventions based on a synthesis of scientific knowledge, research, professional values and standards. Professional nurses work with individuals, families, communities and other aggregates to meet primary, secondary, and tertiary health care needs. Nurses practice independently, interdependently, and collaboratively in a variety of settings. Nurses balance career advancement, personal well-being, and fidelity to nursing=s social contract.

Core values provide a framework that supports education for and practice of professional nursing as envisioned by the Department of Nursing.

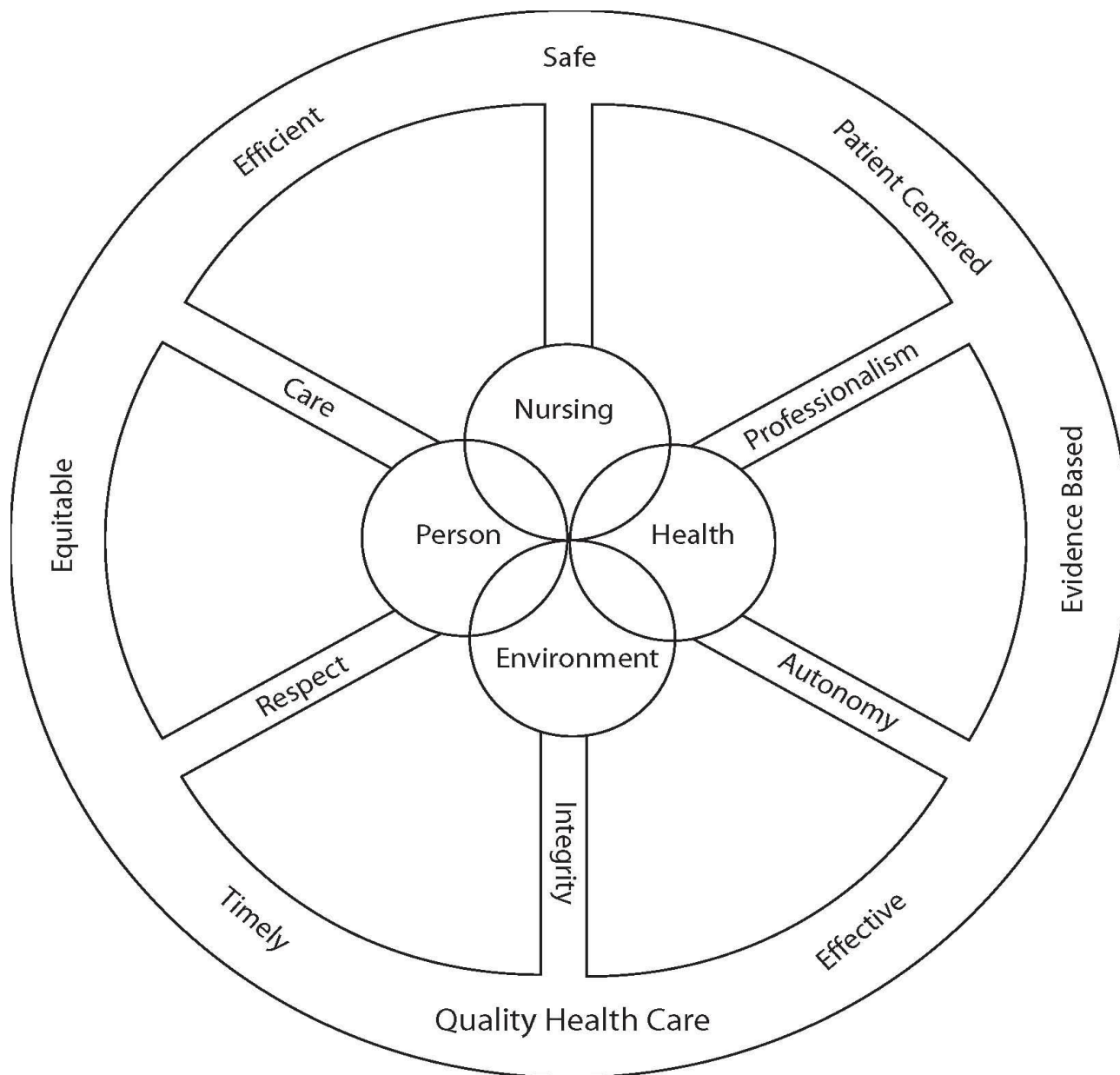
**Caring** is the central concept of nursing. The competence, sensitivity and compassion that characterize professional caring, guide our behavior in faculty/student and nurse/client interactions.

**Respect** is reflected by nurses' regard for human dignity and in our acceptance of the diversity of humankind. In our practice we demonstrate our respect for other disciplines through collegiality and collaboration.

**Autonomy** reflects a patient's right to make decisions about his/her health care and nurses' rights to make decisions about their professional practice. **Integrity** is manifested in our honesty with patients and the public, by adherence to standards of academic honesty, through our accountability for our actions, and through our provision of care based on practice standards.

The professional obligation to assure equal treatment and equal access to care is a facet of **justice**. Nurses have a professional responsibility to encourage legislation and policy development that advances nursing care and quality health care for all people. Nursing faculty have an obligation to ensure that students have the opportunity to participate in and contribute to an excellent learning environment. **Professionalism** encompasses a commitment to lifelong learning and professional development, participation in professional organizations and the political process, and adherence to professional values and regulations.

**NURSING PARADIGM, CORE VALUES AND  
QUALITY HEALTHCARE INDICATORS**



## QUALITY OF CARE INDICATORS INSTITUTE OF MEDICINE (2001)

**Quality of care:** the degree to which health services for individuals and populations increase the likelihood of desired health outcomes and are consistent with current professional knowledge.

**Effective:** services are based on scientific knowledge and provided to all who could benefit and services likely to be non-beneficial are not provided (avoiding overuse and underuse).

**Efficient:** waste, including waste of equipment, supplies, ideas, and energy is avoided.

**Equitable:** care provided does not vary in quality because of personal characteristics such as gender, ethnicity, geographic location, and socioeconomic status.

**Patient centered:** a partnership is established among practitioners, patients, and their families (when appropriate) to ensure that decisions respect patients' wants, needs, and preferences and that patients have the education and support they need to make decisions and participate in their own care.

**Safe:** patients are not injured by care that is intended to help them.

**Timely:** needed care is obtained and unnecessary delays in getting that care are minimized.

**Evidence-based:** decisions about care are based on conscientious, explicit, and judicious use of theory-derived, research-based information. Evidence-based health care requires the integration of individual clinical expertise with the best available external evidence from systematic research and the consideration of individual needs, values, circumstances, and preferences.

## PROFESSIONAL NURSING GUIDELINES

The baccalaureate nursing program is developed, revised, and implemented in accord with the particular values of the nursing faculty, the characteristics of North Dakota University's land grant traditions, the regulations of the North Dakota Board of Nursing, standards for professional nursing practice, and essentials of education for professional practice.

### The Essentials Of Baccalaureate Education For Professional Nursing Practice<sup>1</sup>

#### Liberal Education for Baccalaureate Generalist Nursing Practice

- physical sciences
- life sciences
- mathematical sciences
- social sciences
- fine arts and performing arts
- humanities

#### Basic Organizational and Systems Leadership for Quality Care and Patient Safety

- leadership
- social change theories
- communication
- healthcare systems
- teamwork
- quality improvement
- operations research

#### Scholarship for Evidence-Based practice

- principles/models of evidence-based practice
- database search strategies
- levels of evidence
- analytic methods related to research questions
- basic applied statistics
- linkages among practice, evidence, outcomes and cost containment

#### Information Management and Application of Patient Care Technology

- use of patient care technologies
- computer skills
- information management
- electronic health records
- principles of nursing workload measurement/resources
- technological resources

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<sup>1</sup> American Association of Colleges of Nursing (2008). The Essentials of Baccalaureate Education for Professional Nursing Practice. Washington, DC: Author.

#### Healthcare Policy, Finance, and Regulatory Environments

- policy development and legislative process
- licensure and regulation
- policy analysis and evaluation
- political activism and professional organizations
- economics of healthcare
- scope of practice and Nursing Practice Act
- risk management

#### Interprofessional Communication and Collaboration for Improving Patient Health Outcomes

- safety

- autonomy
- relationship building
- advocacy
- professional roles
- scopes of practice and perspectives of other health professions
- conflict management and negotiation

#### Clinical Prevention and Population Health

- determinants of health
- public health principles and functions
- health literacy
- environmental health risks
- preventive strategies
- cultural/psychological/spiritual implications of population health
- global health

#### Professionalism and Professional Values

- altruism
- autonomy
- human dignity
- integrity
- social justice
- professional identity formation/self-reflection
- history of nursing

#### Baccalaureate Generalist Nursing Practice

- genetic and geonomic aspects of health
- holistic, compassionate, patient-centered, evidence-based care
- effective patient/family communication
- nursing management of acute and chronic conditions across the lifespan
- client outcomes monitoring in all healthcare settings
- health, independence, and quality of life maximization
- emergency preparedness and disaster response

## Professional Nursing Standards <sup>1</sup>

### Standards of Nursing Practice

#### **Standard 1 Assessment**

*The registered nurse collects comprehensive data pertinent to the patient's health or the situation.*

#### **Standard 2. Diagnosis**

*The registered nurse analyzes the assessment data to determine the diagnoses or issues.*

#### **Standard 3. Outcomes Identification**

*The registered nurse identifies expected outcomes for a plan individualized to the patient or the situation*

#### **Standard 4. Planning**

*The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.*

#### **Standard 5. Implementation**

*The registered nurse implements the identified plan, coordinates delivery of care and employs strategies to promote health and a safe environment*

#### **Standard 6. Evaluation**

*The registered nurse evaluates progress toward attainment of outcomes.*

### **Standards of Professional Performance**

**Standard 7. Quality of Practice**

*The registered nurse systematically enhances the quality and effectiveness of nursing practice.*

**Standard 8. Education**

*The registered nurse attains knowledge and competency that reflects current nursing practice.*

**Standard 9. Professional Practice Evaluation**

*The registered nurse evaluates one's own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.*

**Standard 10. Collegiality**

*The registered nurse interacts with and contributes to the professional development of peers and colleagues.*

**Standard 11. Collaboration**

*The registered nurse collaborates with patient, family, and others in the conduct of nursing practice*

**Standard 12. Ethics**

*The registered nurse integrates ethical provisions in all areas of practice.*

**Standard 13. Research**

*The professional nurse integrates research findings into practice.*

**Standard 14. Resource Utilization**

*The registered nurse considers factors related to safety, effectiveness, cost and impact on practice in the planning and delivery of nursing services.*

**Standard 15. Leadership**

*The registered nurse provides leadership in the professional practice setting and the profession.*

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<sup>1</sup> American Nurses Association. (2004) Nursing: Scope & Standards of Practice. Washington, DC: Author

## **The Code of Ethics for Nurses**<sup>1</sup>

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

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<sup>1</sup> American Nurses Association, 2001

## Program Operational Policies

1. Students are responsible for contacting the Disability Service Office if they have a disability requiring accommodation.
2. Prior to clinical experience, students must submit documentation of current certification for basic life support for the healthcare provider<sup>1</sup>. Courses approved by the American Heart Association meet this requirement. Each student is responsible for submitting verification of **continuous** certification through graduation to the department secretary.
3. Student contact with clients in the health care setting is accompanied by risk of exposure to communicable disease as well as responsibility to avoid spreading communicable disease. Documenting immunization and disease status is the responsibility of the student<sup>1</sup>
  - Students must submit evidence of having had a health examination within the six months prior to beginning clinical experience.
  - Students are required to verify immunity against measles, mumps and rubella prior to initial clinical experience. Diphtheria-tetanus immunization within the past 10 years is also required.
  - Before the beginning of clinical experience, testing is required for TB (tuberculosis) and annually thereafter. Students are required to provide documentation that they are free of tuberculosis, either by negative Mantoux (PPD) test, chest x-ray, or healthcare provider designation.
  - Current immunization for hepatitis B is recommended as students' potential exposure to body fluids presents a risk of infection. Nursing students admitted to the program will be required to provide documentation of hepatitis B immunization or declination.
  - Immunization for influenza is encouraged to avoid transmission of the disease to or from clients under student care.
  - A health form documenting the exam and immunizations is maintained in a separate file in the nursing office.
4. Care of Clients with Communicable Diseases  
For the protection of their health, students who have a weakened immune status (e.g., are taking cancer chemotherapy, are HIV positive, are taking immunosuppressive drugs) or are pregnant must inform their clinical instructor in writing prior to entering the clinical setting. Based on CDC guidelines, certain modification of the student's clinical activities may result. The health status of the student will be maintained in strict confidence with a minimal number of people having access to this information.

<sup>1</sup> RN and LPN students submit with application.

Students will be assigned to clients who have communicable disease only after having been educated on the epidemiology, precautions, and practices to be taken to prevent disease transmission. Because it is the philosophy of the nursing program that professional nurses are expected to care for all people with health problems without discriminating according to race, gender, class or disease, it is reasonable to expect that nursing students will provide nursing care to clients with HIV, Hepatitis B and other infectious diseases.



Situations involving a nursing student's refusal to care for clients with communicable diseases will be addressed on an individual basis. Such refusal, if not based on the exceptions noted above (e.g., decreased immune status, pregnancy) may result in dismissal from the program.

5. The majority of clinical experiences are within the Fargo-Moorhead area, with a limited number of experiences outside of the metro area. Students are responsible for their own transportation as well as meals, housing, and other costs associated with clinical experiences.

Clinical Equipment needed includes

- 1) Watch with second hand (sweep, preferable)
- 2) Dual headed stethoscope
- 3) Pen light
- 4) Bandage scissors
- 5) Calculator

6. If an injury is sustained during clinical experience, the student will
  - Notify nursing clinical faculty immediately.
  - Complete an incident report (available from the clinical agency); submit one copy to the agency supervisor and one to the nursing clinical faculty.
  - Seek medical advice from appropriate health care provider. (While some agencies provide WSI coverage for students, most do not. Assume that costs of care are the responsibility of the student and verify with the clinical instructor).

7. Students follow specific behavioral policies of agencies, (e.g., smoking policy) to which assigned for clinical experience.

8. Personal Appearance/Professional Dress

General Guidelines

- Agency guidelines will be followed
- Overall appearance will convey an image of professionalism
- The NDSU pre-licensure student nurse uniform consists of:
  - a) a white top - may wear white or black short-sleeved top under scrub top; no writing is allowed on top.
  - b) Green uniform pants; bottom of the pant leg is to be  $\frac{3}{4}$  to 1 inch off the floor.
  - c) white or flesh-colored socks or stockings
  - d) white (all white, pristine white) shoes that are not canvas, open-toed or weird
  - e) the approved personal identification name badge
  - f) full or  $\frac{3}{4}$  length laboratory coat.
- Fingernails will be unaugmented, short, without bright enamel
- The hair style will be such as the course instructor deems appropriate to the essential hygiene of the clinical area.
- Color or shape of undergarments will not be visible
- Jewelry will be minimal: wedding ring, engagement ring, stud earrings (one set only), no dangling adornment (religious or secular), no observable ornamental device piercing any body part other than the earlobe.
- Perfumes, colognes or aftershaves are not permitted nor is the odor of cigarette smoke
- Tattoos must be covered
- Gum chewing is not appropriate in the clinical site, the classroom or other places in which one is in a nursing role

- Specific professional appearance guidelines pertinent to a course will be given to students with other course materials.
- The course instructor is responsible for sharing with clinical instructors assisting in the conduct of the course the expectations regarding faculty and student attire in the clinical areas utilized in the course.
- Insofar as agency guidelines are not violated, the course instructor is the arbiter of “appropriate,” “unremarkable” and “weird” as descriptors of attire and general personal appearance.

Specific Situations:

- **Visiting an agency for purposes other than giving or supervising care of clients**  
Students wear the NDSU nursing uniform or unremarkable street clothes and, if indicated, a lab coat. If the student elects to wear street clothes and lab coat, the approved institutional identification name badge must be worn on the upper left chest area of the lab coat. Jeans, shorts, low-cut tops and sandals are not appropriate.
- **Supervising or providing care to clients under the aegis of an agency**  
Students in traditional in-patient settings on clinical units where nursing staff wear uniforms wear the complete and unadulterated NDSU pre-licensure student nurse uniform.  
Students in specialty units within institutional settings wear the identification name badge portion of the student uniform with attire that meets the specifications of the unit. For example, street clothes with or without a lab coat may be worn with the approved institutional identification name badge on the upper left chest area in mental health and managerial areas; hospital issue clothing may be worn in areas such as obstetrics and critical care.  
Pre-licensure students in community settings wear the approved identification badge with appropriate clothing and whatever other attire is specified by the course requirements, for example, a lab coat.

Sanctions:

The student who does not adhere to the personal appearance/professional dress guidelines in a clinical area will receive a warning for the first violation. A second offense may warrant dismissal from the clinical area for the day with the published corresponding effect on his/her course grade.

9. Critical Incident Policy

The occurrence of a critical incident will be documented on a department incident form. Examples of critical incidents include but are not limited to medication errors, lack of adequate preparation for clinical experiences, tardiness, unexcused absences, and unprofessional demeanor. A combination of isolated events often becomes a significant concern and this documentation enables faculty to provide assistance to students exhibiting at-risk behaviors. The documentation of a critical incident will be reviewed and signed by the student as soon as possible after the incident occurs.

- Incident documentation does not become part of the student's permanent file unless the student is dismissed from the program.
- Included in the incident documentation is a plan for remediation. All critical incident reports are reviewed by the chair of the Department of Nursing. Depending on the nature of the incident a clinical agency report may also be filed.

10. To facilitate and recognize individual learning, any course in the nursing program may be challenged. Students may challenge a course if they feel they have attained the knowledge, skills, and clinical competency described in the objectives of the course. Students must show that they have completed all prerequisites before a course can be challenged. Challenge examinations can be conducted only after the student has been admitted to the nursing program and must adhere to the institutional policies and procedures. See [www.ndsu.edu/registrar/placement/](http://www.ndsu.edu/registrar/placement/). Registered Nurse students are encouraged to contact their advisor regarding validation/challenge of (a) nursing course(s) prior to or at the time of admission.
11. The Nursing Department follows the North Dakota State University College of Pharmacy, Nursing, and Allied Sciences policies related to academic conduct. Students are responsible to be knowledgeable of the College's policies on academic conduct and responsibility as well as institutional academic requirements and procedures. They are also expected to follow the Code for Nurses.
12. Attendance at class is expected. Attendance at laboratory is required. Students must come to clinical laboratory well prepared to care for their assigned clients and demonstrate safe nursing practice. A student will notify the instructor and the clinical unit if she/he will be absent prior to the beginning of the clinical experience. During laboratory experiences, students are responsible for exhibiting professional attributes of integrity, honesty, accountability, and confidentiality as well as maintaining a professional demeanor.
13. Professional nursing courses may be attempted **no more than two times**. A student who fails a course may repeat the course on a space available basis.

14. Evaluation criteria for each nursing course are published in the syllabus for the course.
  - Some courses have a portion of the credits allocated to clinical experience and a portion of the credits allocated to didactic teaching/learning elements. In these courses, a grade of **PASS** for the clinical experience portion of the course is an essential component of a passing grade (A, B, C) in the total course.
  - While all graded assignments in a course contribute to the course grade as outlined in the syllabus, a student must receive a cumulative average of at least 75% on all tests (as defined by the course instructor) to pass the course.
  - Nursing faculty use the following grading scale:
    - A = 92 – 100%
    - B = 84 – 91%
    - C = 75 – 83%
    - D = 67 – 74%
    - F = 66 or less %
15. Assessment and evaluation methods will be implemented throughout the program for continuous quality improvement.
16. Students are invited to attend faculty meetings.
17. Students are encouraged to participate in the Student Nurses' Association and in other campus organizations as well as in student government at the college and university levels.
18. Students have professional liability insurance through a group policy provided by the university. Students are covered by this insurance when they are enrolled at NDSU. (Coverage does not extend to activities outside the scope of the student role, e.g., doing a procedure not approved by the instructor, providing care as an employee of an institution or individual, internships that are not co-op or independent study experiences, completing clinical requirements of a course after the end of the course.)
19. Records
  - The transcript which lists credits and grades for all courses taken is the permanent record of each student's progression. This record is confidential and is not released except at the request of the student. Transcripts are maintained by the Office of Registration and Records. An official transcript may be requested, per protocol established by the Office of Registration and Records, to be sent to whomever the student designates.
  - An advisory folder for each student is kept on file in the nursing department. The record contains admission papers, correspondence, evaluation forms, and other materials pertaining to the student. All advising/progression information is destroyed on the student's graduation.
  - Records of health status and criminal background checks are maintained in a separate file during the student's enrollment in the program. These documents are returned to the student on program completion or are destroyed.
  - A reference folder containing final transcript, final evaluation and requests for references is maintained in the nursing department for each graduate of the program and for students dismissed from the program.

# NURSING STUDENT ORGANIZATIONS

## 1. Student Nurses' Association (SNA)

The NDSU Student Nurses' Association is a local chapter of the Nursing Students' Association of North Dakota and the National Student Nurses' Association.

The purposes of the SNA are:

1. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
2. To provide programs representative of fundamental and current professional interests and concerns.
3. To aid in the development of the whole person and his/her responsibility for the health care of people in all walks of life.

Membership in SNA is open to all students enrolled in the pre-nursing or nursing program.

The chapter meets once a month for business meetings. Throughout the year the organization is involved in college, university and community activities. Students are encouraged to participate at the local, state and national level of the organization. There is an annual state convention and a national convention.

## 2. Sigma Theta Tau International

Sigma Theta Tau International, Honor Society of Nursing, is dedicated to improving the health of people worldwide through increasing the scientific base of nursing practice. Its members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research and leadership.

Sigma Theta Tau International's philosophy of membership eligibility is based upon the purposes of the Society. Awarding membership recognizes, encourages and actively supports nursing excellence and scholarship by advancing professional development, scholarly pursuit, leadership, creativity and commitment to nursing. Undergraduate nursing students who have completed one-half of their nursing curriculum, have achieved at least a 3.0 GPA, and meet the expectation of academic integrity, may qualify for membership.

Xi Kappa-at-Large is the local chapter of Sigma Theta Tau International. NDSU, Jamestown College, Concordia College and Minnesota State University, sponsor Xi Kappa Chapter.

## 3. Pharmacy, Nursing, and Allied Sciences Ambassadors

The College of Pharmacy, Nursing, and Allied Sciences Ambassadors is a selective student organization of 25-30 members that represents each of the departments within the College, with members from many of the programs within each department as well as the different stages of the programs ranging from pre-professional to graduate students.

The members of this student organization serve an essential role in the College of Pharmacy, Nursing, and Allied Sciences. This group of students works to promote the college through involvement in a variety of events, including: campus tours for prospective students interested in the majors within the College, homecoming tours for alumni, the white coat ceremony, the nurse pinning ceremony, and a host of other events for prospective students, current students, and alumni. The College of Pharmacy, Nursing, and Allied Sciences recognizes the valuable role of alumni and students in the recruitment, application, and enrollment process by sharing their positive experiences and advice with prospective students.

#### **4. Nursing Student Council**

Representatives of each class and a representative of the Student Nurses' Association form the undergraduate Nursing Student Council which meets monthly with the Department Chair. Students are encouraged to communicate concerns to their representatives.

#### **5. Dean's Liaison Committee (DLC)**

The Dean's Student Liaison Committee shall consist of the Associate Dean, who shall be chair, and one student representative from each of the following areas: first year, second year, third year, and fourth year of the pharmacy professional program; first year, second year, and third year of the nursing professional program; two allied sciences professional students; as well as one representative from each of the following student organizations: Academy of Students in Pharmacy, American Association of Pharmaceutical Scientists, American Society of Health System Pharmacists, Christian Pharmacists Fellowship International, Kappa Epsilon, Kappa Psi, National Community Pharmacists Association, Native American Pharmacy Program, Pharmacy Nursing and Allied Sciences Ambassadors, Phi Lambda Sigma, Rho Chi, Sigma Theta Tau, and the Student Nurses Association. Student representatives from each group will be elected annually by their respective class or student organization. The purpose of the Dean's Student Liaison Committee is to provide students with an opportunity to interact directly with the Dean's Office, to exchange information, to advise the Dean on student organization budget requests, and to problem-solve on matters of interest and concern to students.

# NURSING PROGRAM EVENTS

## Scholarship Recognition

Each September the College of Pharmacy, Nursing and Allied Sciences sponsors a career fair and scholarship recognition day. There is a ceremony honoring students receiving scholarships and donors who award scholarships. All students are welcome to attend and scholarship recipients are expected to attend.

## Pinning

Near graduation most senior classes elect to have a pinning ceremony. This is an event centered on each student receiving his/her nursing pin. Nevertheless, students are not required to purchase a pin or to attend the event. Many students buy a pin and most attend the event which is a good way to celebrate with family and friends in a more intimate way than graduation, the completion of their program of study. A brief explanation of the history of pinning is given in the following paragraphs.

*For more than a century, American nurses have taken considerable pride in wearing their school of nursing pin. The pins, sometimes called badges, have been prized and lasting symbols awarded to those who successfully completed a course of study in nursing.*

*The origin of the nursing pin lies in heraldry, the field that deals with the use, display and regulations of armorial bearings used for the purpose of identification. Such symbols reflect the early 12th century practice of painting one's symbol on his shield and on the linen surcoat that covered the mail-armor of a knight so that a knight could differentiate friend from foe on the battlefield.*

*As the use of armor became obsolescent, so too did the original purpose of symbols on it. The symbols, however, were not discarded. Instead they were incorporated on family coats of arms and were considered distinctive marks of an individual's rank and gentility.*

*With the revival of trade in the 14th century, merchants and craftsmen experienced newfound prosperity. To protect their interests, trades with common interests banded together and formed guilds which then adopted symbols indicative of their common bond. Schools and universities did likewise. The group's symbol became that of the individual and inherent in the symbol were the concepts of exclusivity, prestige, protection, fidelity, training and standards.*

*The fact that American nursing chose to follow the medieval identification practice is interesting, particularly in light of the fact that 19th century nurses were rebuked for wearing any type of ornamentation on or with their uniforms. Perhaps precedent and approval began with the brooch that Queen Victoria presented to Florence Nightingale in 1855. The specially designed gold and enamel brooch, presented to show personal esteem and gratitude for Nightingale's work during the Crimean War, resembled a decorative regimental badge. The shape, colors and emblems on that badge gave special testimony to Nightingale's allegiance, character, purpose and inspiration.*

*A plausible explanation for modern day nursing's adoption of a school of nursing pin is tied to the tenets of guilds. Like the emblems that identified members of a specific guild, the distinctive caps and uniforms worn by early trained nurses initially provided adequate outward confirmation that they were indeed trained. Before long, however, the public's growing recognition of the worthiness of nurses, but its ignorance of what constituted legitimate nurse's training for that time period, inadvertently allowed some unscrupulous individuals to imitate the trained nurses' demeanor and attire. Disturbed by the imposters' infringement and exploitation, some graduating classes of trained nurses took matters into their own hands; they designed and adopted "class pins" to wear on their uniform.*

*While the adoption of class pins was an attempt to thwart deception by others and to differentiate competent from incompetent practitioners, the wide variations in the pins from class to class in a single school ultimately negated the intended purpose. To overcome that limitation, the administrators of schools of nursing began awarding their graduates an official and distinctive pin that uniquely represented their institution. Commonly the pins were also engraved on the reverse side with the graduate's name and date of graduation. In some cases the pins were gifts from the school's Board of Managers; other times the graduates purchased them from the school.*

*The earliest known U.S. school of nursing pin was designed for the Bellevue Hospital Training School in New York by Tiffany and Company. First awarded in 1880, seven years after the school was founded, it was given to the Bellevue graduates by the Board of Women Managers "to preserve the identity and uphold the standing of the school" . . . and to be a "mark of character as well as achievement" (Bellevue, 1923, n.p.).*

*In 1882, the Board of Governors of the New York Hospital Training School for Nurses stated their opinion on the matter of nursing pins in the following manner:. . .*

*It is desirable that a badge should be worn by the graduates of the school while in service as identifying them with the hospital school more conspicuously than their diploma, as a proper stimulus to their ambition, and as a protection against a practice which has grown up and will naturally increase among certain young women who have been more or less connected with the school, of passing themselves off and obtaining employment as graduate nurses (Jordon, 1953, p.28).*

*Wearing an authorized school of nursing pin had further significance. The pins were one of the earliest visible signs of the evolving movement toward legal regulation of nurses. (It was not until 1903, however, that the first four states (North Carolina, New Jersey, New York, and Virginia) passed nurse registration legislation. Connecticut enacted a nurse registration law in 1905.)*

*Each school has a unique school of nursing pin. (Some designs were modified to reflect changes in the school's purpose, administration, or type of program. For example, the first nursing graduates at NDSU received an associate degree and their pin was triangular. Baccalaureate students who graduated from NDSU (as well as those who graduated from Concordia College) during the time it was part of the TCU Nursing Consortium had a different pin.)*

The current NDSU nursing pin design is based on the NDSU seal and is in the NDSU school colors of green and gold. The pin bears the name of the university. Stylized sheaves of wheat border the pin and are reminiscent of the university's land grant tradition. The lamp, symbol of nursing, is in the center of the pin with the flame representing knowledge. Above the lamp are the initials of the degree received, BSN. On the back, the student's initials and year of graduation are engraved.

The pin was designed by the Nursing Student Council of 2005-2006 with input from the nursing student body. The class of 2006 was the first class to wear the NDSU BSN pin.