NORTH DAKOTA STATE UNIVERSITY

College of Pharmacy, Nursing, and Allied Sciences

GRADUATE NURSING HANDBOOK

2014-2015

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GRADUATE NURSING HANDBOOK
2014 – 2015
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INTRODUCTION

Welcome to graduate nursing study at North Dakota State University! Whether you are in the doctor of nursing practice or master's program, you will have the guidance of expert faculty. We trust that time spent in scholarly pursuits will not only prepare you well for the next step in your nursing career but also enhance the breadth and depth of your understanding of nursing as a discipline.

The information and polices presented in this handbook complement and supplement information and polices pertinent to the North Dakota State University, the Graduate School (http://www.ndsu.edu/gradschool/), and the College of Pharmacy, Nursing, and Allied Sciences (http://www.ndsu.edu/pharmacy/).

NDSU e-mail Address: The student's official NDSU e-mail address will be used for conveying and receiving information related to nursing courses. Students are responsible for monitoring their e-mail for information.

NURSING PROGRAM HISTORY

The history of nursing education in Fargo dates back to the early 20th 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 (TCU). Students took nursing courses on the CC campus and 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 master's degree program in nursing was initiated. In 2005, the three undergraduate programs disassociated from the consortium and became independent of one another. NDSU initiated a doctor of nursing practice program in 2005. In 2007 graduate programs at the three institutions became independent of one another. Nursing programs in the area cooperate with one another in utilization of clinical sites, in addressing regional needs and through the sharing of teaching/learning resources.

In June 2014, NDSU acquired the Sanford College of Nursing (SCON) located in Bismarck, North Dakota. SCON has been a well-respected, successful, free-standing nursing program affiliated with the Bismarck Hospital for over 100 years. The Bismarck program became known as *NDSU Nursing at Sanford Health*. Fall semester, 2014 the pre-licensure BSN program on the Fargo campus expanded from admitting students each fall semester to admitting students each semester.

APPROVAL

The family nurse practitioner (DNP) program is approved by the North Dakota Board of Nursing. The North Dakota Board of Nursing does not regulate non-clinical programs such as the master's degree program in nursing education.

The DNP Program has been fully accredited by the Commission on Collegiate Nursing Education (CCNE) to December 31, 2016. The Master's Nurse Educator program has also been fully accredited by CCNE to June 20, 2018.

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

We will accomplish this by:

- Attracting and retaining high-quality faculty and staff.
- Ensuring program diversity and capacity that is responsive to societal needs.
- Generating, disseminating, and critically analyzing nursing knowledge.
- Ensuring faculty and program graduates are engaged in leadership activities.
- Delivering a dynamic curriculum that meets professional standards and addresses societal needs.

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 professional preparation and interprofessional collaboration and advanced nursing education, advancing nursing knowledge, and responsiveness to societal needs.
Indicators that we are achieving this vision:

- Ninety (90) percent pass rate on licensure and certification exams.
- Students and faculty represent cultural and other facets of diversity.
- Interdisciplinary coursework has been integrated into the nursing programs.
- Contributions to improved health status of the region.
- Faculty and alumni participation and leadership on local, regional, national, and international levels.
- Dissemination of research findings and clinical scholarship at the national level.

BELIEFS AND CORE VALUES NORTH DAKOTA STATE UNIVERSITY NURSING PROGRAM

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 of 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 and nursing knowledge 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.

Paradigm Definitions:

1. "Nursing is the protection, promotion and optimization 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."[1]

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.

Health is "physical, mental and social well-being and not merely the absence of disease or infirmity."[2] 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.

Quality of Care Indicators – Institute of Medicine:

See Schedule 4(a) below.

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.

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[1] American Nurses Association (2003). *Nursing's social policy statement, 2nd edition.* Washington, DC: American Nurses Association. Page 44.

[2] 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.

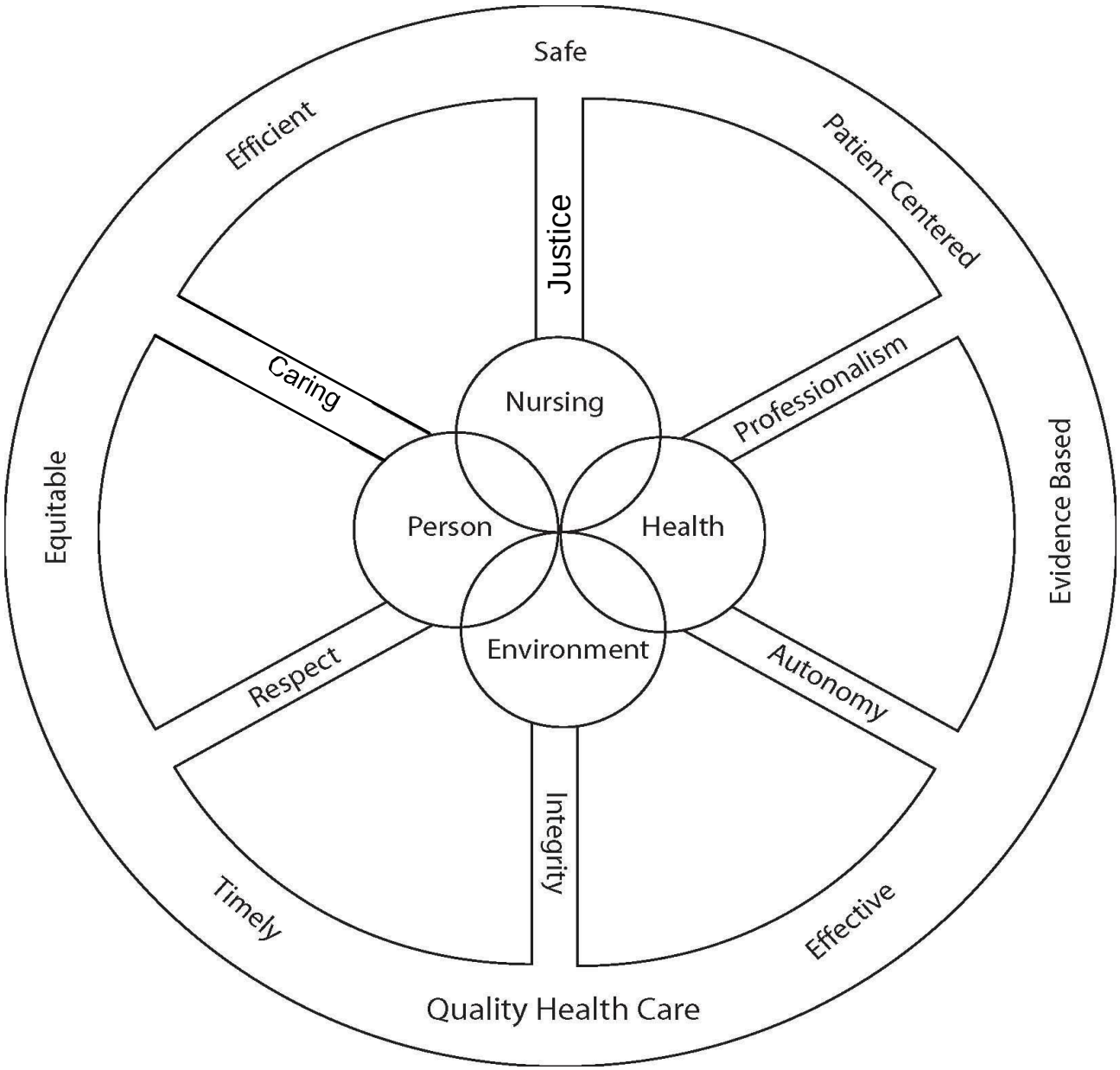
Equitable: Care provided does not vary in quality because of personal characteristics such as gender, ethnicity, geographic location, and socioeconomic status.
Patient Centered: A partnership is established among practitioners, patients, and their families (when appropriate) to ensure that decisions 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.

NURSING PARADIGM, CORE VALUES AND QUALITY HEALTHCARE INDICATORS



DEFINITIONS

1. "Nursing is the protection, promotion and optimization 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."[1]

2. Environment is comprised of internal and external forces including technological, legal, social, cultural, epidemiological, political, religious and economic phenomena.

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MASTER OF SCIENCE PROGRAM OUTCOMES

The curriculum of the North Dakota State University master's program in nursing prepares graduates to:

1. Incorporate theoretical contributions and scientific knowledge of the discipline in providing holistic care (Essentials I, IV, VII, and VIII).

2. Collaborate in scholarly activities of inquiry related to the nursing profession, including the evaluation, application, and integration of nursing research in one's practice (Essential III).

3. Contribute to the improvement of health policy, delivery of health services, and the financing of health care (Essential I).

4. Analyze ethical, legal, and moral issues related to health and illness in society, with an awareness of one's own position (Essential II).

5. Develop, implement, and modify programs or plans of care for diverse client populations from a health promotion and disease prevention perspective (Essential IV).

6. Demonstrate competency in the Nurse Educator roles including curriculum design, assessment and evaluation, implementation of relevant teaching strategies and other interventions to improve patient and population health outcomes. (Essentials V, VI, and VIII).

DOCTOR OF NURSING PRACTICE PROGRAM OUTCOMES

The curriculum of the North Dakota State University Doctor of Nursing Practice program prepares graduates to:

1. Demonstrate clinically expert practice in prevention and intervention that leads to improving the health of individuals, families, communities, and populations. (E1, E4, E7, and E8).

2. Evaluate outcomes of practice and incorporate best evidence in quality improvement methodologies. (E3).

3. Translate knowledge from nursing science, ethics, social, biological, and other sciences to benefit practice effectiveness and the health of individuals, families, communities, organizations, and populations. (E1).

4. Design, manage, and evaluate organizational systems to improve delivery of quality health care. (E2).

5. Use technology (information and patient care) to enhance nursing practice for improvement of quality and efficiency of care. (E4).

6. Collaborate with other health disciplines and with makers of policy (public and institutional) to create and implement policy and practices that promote accessibility to healthcare and work toward elimination of health disparities. (E5, E6, and E8).

PROFESSIONAL GUIDELINES FOR MASTER'S IN NURSING EDUCATION PROGRAM

The outcomes of the master's program in nursing are derived from the mission, vision and core values of the Department of Nursing and the following professional guidelines:

1. The Essentials of Master's Education in Nursing (AACN, 2011)
2. The Code of Ethics with Interpretive Statements (American Nurses Association, 2001)
3. The North Dakota Board of Nursing Rules and Regulations

PROFESSIONAL GUIDELINES FOR DOCTOR OF NURSING PRACTICE PROGRAM IN NURSING

The outcomes of the doctor of nursing practice program in nursing are derived from the mission, vision and core values of the Department of Nursing and the following professional guidelines:

1. The Essentials of Doctoral Education for Advanced Practice Nursing (AACN, 2006)
2. Criteria for Evaluation of Nurse Practitioner Programs (NTF, 2012)
3. The Code of Ethics with Interpretive Statements (American Nurses Association, 2001)
4. Scope and Standards of Advanced Practice Registered Nursing (2005)
5. The North Dakota Board of Nursing Rules and Regulations
6. Nurse Practitioner Core Competencies (NONPF 2012)

INFORMATION AND POLICIES

Copies of a map of the campus may be obtained at the following web site:
NDSU – http://www.ndsu.edu/ndsu/maps/CampusMap_2pg.pdf

Please see the following websites for information on graduate student policies:

SOURCES OF INFORMATION ON GRADUATE STUDENT POLICIES

Admission, re-admission, progression, retention, graduation, dismissal, and withdrawal.	College Policy Manual: 2.50, 2.51, 2.52., 2.53, 3.60, 3.61, 3.65 College Policies: http://www.ndsu.edu/pharmacy/college_information/policy_manual/ Graduate School Policies: http://www.ndsu.edu/gradschool/bulletin/graduate_school_policies/general_policies/#c75123
Health requirement policies	College Policy Manual: 3.07 Graduate Student Handbook p.14-15
Student rights, grievance procedure, and responsibilities	College Policy Manual: 3.45 University Policy: http://www.ndsu.edu/fileadmin/vpsa.ndsu.edu/Document_Forms/Problem_Procedures_Forms_Combined.pdf
Refund of fees and tuition policies	University Policy: http://www.ndsu.edu/bisonconnection/accounts/refunds/
Student opportunity to participate in program governance and evaluation	Department Bylaws: Policy 1.42: Article III, Section 1.3; Article 5, Section 1.5, and Article 5, Section 3.
Academic integrity policy, grading policy, programmatic fees	College Policy Manual: 1.41, 3.01, 3.64, 3.66

ADMISSION

See the NDSU graduate school website for policies and requirements for admission to and progression in graduate school http://www.ndsu.nodak.edu/gradschool

- **MS Requirements**: http://www.ndsu.edu/nursing/masters_degree/
  1. Completed application to graduate school. Application and directions are at http://www.ndsu.edu/gradschool/. Two of the required references are to be from professional colleagues and address clinical competence and ability to succeed in graduate study. The application essay should include a narrative of professional experience and a statement of professional goals.
  2. Unencumbered licensure in a US State as a registered nurse.
  3. Baccalaureate degree in nursing from a nationally accredited nursing program with a minimum GPA of 3.0 in nursing courses.

Soon after admission the following must be completed:

1. Documentation of health status.
2. Acceptable criminal background check.
3. Documentation of health insurance.
4. Documentation of CPR or of ACLS certification if required by specialty.
5. Program of study completed in collaboration with faculty.
6. Inferential Statistics required as a prerequisite or co-requisite to nursing research course.

- **DNP (BSN applicant) Requirement** http://www.ndsu.edu/ndsu/nursing/programs/bsn-dnp.htm
  1. Completed application to graduate school. Application and directions are at http://www.ndsu.edu/gradschool/. Two of the required references are to be from professional colleagues and address clinical competence and ability to succeed in graduate study. The application essay should include a narrative of professional experience and a statement of professional goals.
  2. Unencumbered licensure in a US State as a registered nurse.
  3. Baccalaureate degree in nursing from a nationally accredited nursing program with a minimum GPA of 3.0 in Nursing.
  4. Interview with nursing faculty (Interviews are scheduled no later than March)

Soon after admission the following must be completed:

1. Documentation of health status.
2. Criminal background check.
3. Documentation of health insurance.
4. Documentation of ACLS certification.
5. Program of study completed in collaboration with faculty.
6. Inferential statistics required before nursing research course.

- **DNP MS applicant**: http://www.ndsu.edu/nursing/doctor_of_nursing_practice_ms_dnpfnp/
  1. Completed application to graduate school. Application and directions are at http://www.ndsu.edu/gradschool/. Two of the required references are to be from professional colleagues and address clinical competence and ability to succeed in graduate study. The application essay should include a narrative of professional experience and a statement of professional goals.
  2. Send the following portfolio of documents to the Department of Nursing:
     a. Print out current, unencumbered registered nurse license and advanced practice license verification
     from each state where licensed.
     b. Copy of most recent certification/re-certification for advanced practice specialty.
     c. Evidence of practice hours in master's degree program.
     d. Cumulative hours (approximate) of advanced practice.
     e. Narrative description of current and past clinical practice.
     f. A Paper of 6 to 10 pages in length identifying a practice improvement issue, clinical management problem or research area the applicant plans to address in the Clinical Dissertation. The Paper will cite appropriate professional or scientific resources and follow APA format.

  3. Earned master's degree in nursing with a major in advanced practice nursing and a GPA of at least 3.3 in the master's degree program.

Soon after admission the following must be completed:

1. Documentation of health status
2 Criminal background check
3 Documentation of health insurance
4 Documentation of ACLS certification
5 Program of study completed in collaboration with faculty

- **Health Records for all Graduate Students**
  The Program requires that students provide evidence of the following:
  1. General health status
  2. Tuberculin test annually.

3. MMR immunization or rubella screening for antibodies. MMR not necessary if student's birth year is prior to 1956.
4. Hepatitis B series, documented immunity or declination
5. Diphtheria/tetanus immunization

- **Licensure and Certification Records**
  The Program requires that students provide **current** evidence of the following:
  1. Certification in cardio-pulmonary resuscitation for health care provider or professional level.
  2. ACLS certification for students in the FNP specialty.
  3. Unencumbered professional nursing license (RN).

- **Criminal Background Checks**
  Criminal background checks are required. An FBI check is required for admission into the program. Multi-state background checks are required annually. Students sign the consent form providing residential addresses for the past seven years. A student who is disqualified from having patient contact based on results of a background check will be dismissed from the program.

- **Professional Liability Insurance**
  Professional liability insurance for students is provided by the NDSU program. The insurance is effective for all clinical learning situations in which the student is engaged as part of the NDSU graduate nursing program.

PROGRESSION FOR ALL GRADUATE STUDENTS

1. A cumulative GPA of 3.0 is required to continue in and graduate from the program. If the GPA falls below 3.0, the student is placed on warning by the Graduate School for the next semester in which courses are taken. If the GPA remains below 3.0 at the end of that semester, the student is placed on probation by the Graduate School.
2. No course with a grade of less than C may be applied to the program of study.
3. No more than two courses with a grade of C may be applied to the program of study.
4. A course with a grade of C (or less) may be repeated once or a comparable course may be substituted in the degree plan. No more than three courses may be retaken or substituted.
5. Program of study must be kept current.
6. Degree requirements must be completed within seven years after admission.

- **Program of Study**
  Forms for the program of study can be found on the graduate school website at http://www.ndsu.edu/gradschool/current_students/forms/ Students should consult with their academic advisor concerning the procedures for filing this plan. A tentative plan should be initiated on admission to the nursing program and should be completed no later than the end of the second semester full-time credits or after 16 credits are completed.

- **Course Registration**
  Registration is done electronically.

- **Full-time and Part-time Status**
  Full-time status is nine graduate credits in fall and spring sessions and six graduate credits in summer sessions. Teaching/ research assistants engaged for 20 hours/week are considered full-time at four semester hours. Teaching/research assistants engaged for 10 hours/week are considered full-time if enrolled in a minimum of six graduate credits. Students who are not a teaching/research assistant and who are enrolled for less than nine semester hours are part-time.

- **Advisement**
  The graduate student is responsible for initiating each step in progression toward the degree. Each student is assigned an advisor on admission. At the point of submission of the program of study to the graduate office, the chair of the supervisory committee becomes the advisor. This may or may not be the same faculty member who was assigned as advisor for the student on admission to the nursing program. The student should notify the graduate nursing program secretary if there is a change in advisor. The secretary will then notify the Graduate Office and the previous advisor.

- **Scholarship**
  Master's students complete a Thesis or Paper. Doctor of nursing practice students complete a Clinical Dissertation that demonstrates synthesis of knowledge acquired through the program of study.

  Master's Thesis/Paper:
  The Master's Degree student may choose to complete a Thesis for six credits or a Paper for four credits. Chair of the committee has background, expertise or interest in the topic and/or methodology that the student wishes to pursue. **The student is required to meet with the committee as soon as a draft proposal has been prepared**. The committee will provide input on the topic area, literature review, and methodology. Number of committee members may be three or four. In addition to the chair, one member must be from another department at NDSU. The third and fourth members are usually nursing faculty, however, a topic expert may be a member of the committee. All NDSU committee members must have graduate faculty status at the University. Each step of this process must be approved by the Chair of the student's supervisory committee.

  Choice for a Thesis or Project depends on purpose or goal of the project, availability of subjects, as well as other factors. The Thesis demonstrates the student's ability to develop and conduct a research study utilizing all steps of the research process. The Master's Paper may be either a problem-solving project or a critical literature review. With guidance from the committee chair, the student selects a committee to supervise the development and completion of the plan of study and the Thesis or Paper. Thesis and Paper guidelines are provided in more detail later in the Graduate Student Handbook. General NDSU guidelines are located at: http://www.ndsu.edu/gradschool/current_students

  DNP Clinical Dissertation:
  The doctor of nursing practice student selects a committee to supervise the development and completion of the plan of study and the Clinical Dissertation. The chair of the committee has background, expertise or interest in the topic and/or methodology that the student wishes to pursue. **The student is required to meet with the committee as soon as a draft proposal has been prepared**. The committee will provide input on the subject area, literature review, and methodology. At least three committee members must hold graduate faculty status at NDSU and, at least two must be members of the nursing faculty.

  The Clinical Dissertation of the DNP degree candidate is a practice improvement project designed and implemented by the student. Clinical Dissertation guidelines are available at http://www.ndsu.edu/gradschool/current_students.

- **Research Involving Human Subjects**
  Research Clinical Dissertations involving human subjects require **advance approval** by the Institutional Review Board (IRB). The approval or permission to conduct proposed activities must also be obtained from the site where research data or participants will be found. The proposal may be exempt from review, may qualify for an expedited review, or may require a review by the full board. Your committee chair will assist you in making this determination. IRB application information and material can be obtained from the Office of Research, Creative Activity and Technology Transfer or online: www.ndsu.edu/irb. All students complete a tutorial or class regarding the protection of human subjects. The tutorial may be found at: http://www.ndsu.edu/research/institutional_review_board/training.html Documentation of completion of the tutorial must be submitted to IRB with the research proposal. The application must be approved by the academic advisor (supervisory committee chair) and IRB prior to any data collection. The committee chair will be designated as the principal investigator.

COMMUNICATION

- **Computer Requirements**
  Some courses are delivered on-line and components of other courses require on-line access. Personal Computer System Requirements for students enrolled in nursing courses can be accessed at:
  http://www.ndsu.edu/dce/student_resources/get_help1/tech_requirement_bb

- **NDSU e-mail Address**
  The student's official NDSU e-mail address will be used for conveying and receiving information related to nursing courses. Students are responsible for monitoring their e-mail for information.

- **ListServ**
  A ListServ is used for communication between and among graduate nursing students and faculty. This is the primary mode of in-time information dissemination for the graduate nursing program. It is very important that every student subscribe in order to receive up-to-date information.

  How to subscribe to the list:

  1. Send an e-mail to Listserv@listserv.nodak.edu
  2. Leave the subject line blank of the e-mail
  3. In the body (not subject) of the e-mail enter the following:
     SUB *NDSU-nursing-grad-students yourfirstname yourlastname*

     Note: *listname* is the name of the list.
     yourfirstname and *yourlastname* are your name (must be at least two words).
     For example, to join the list named XYZ, send the following in the body of the e-mail:
     SUB xyz Pat Smith
     In most cases, you will then be asked to confirm the request. Instructions will be included in the confirmation e-mail.

  The Academic Assistant for the graduate program also may add you to the ListServ. You will receive notification when you have been added to the ListServ list.

  To Unsubscribe:

  1. Send an e-mail to listserv@listserv.nodak.edu.
     Note: This must come from the exact address used in your subscription.
  2. Leave the subject line of the e-mail blank.
  3. In the body (not subject) enter the following: SIGNOFF *NDSU-nursing-grad-students*
     Note: *listname* is the name of the list you want to leave.

  If this does not work (e.g., your address has changed), please contact the list owner at *listname*-request@listserv.nodak.edu and ask to be removed from the list. Be sure to mention any old addresses which might be subscribed to that list and the name of the list. Inform the Academic Assistant for the graduate program at (701) 231-5692 if you have any problems with the ListServ.

GOVERNANCE AND OTHER POLICIES

- **Student Governance**
  Graduate students participate in the governance of the program through attendance at the graduate student forum meetings that are held each semester and through membership on department committees. In addition, students are encouraged to discuss aspects of courses or of the program with faculty whenever questions or concerns arise.

- **Academic Conduct**
  Academic conduct policies of the University and of the College apply to students in the program. Students are expected to know policies on academic conduct and responsibility as well as institutional academic requirements and procedures.
  College policies are at http://www.ndsu.edu/pharmacy/college_information/policy_manual/ and institutional policies are at
  http://www.ndsu.edu/gradschool/bulletin/%20graduate_school_policies/general_policies/#c75123 A signed agreement to this policy is maintained in the student's file and must be signed yearly.

  Students are expected to display the attributes of respect, autonomy, integrity, caring, justice, and professionalism in academic and clinical settings.

- **Alcohol and Illegal Substances**
  In accordance with state laws, the unlawful or unauthorized use, possession, storage, manufacture, distribution, or sale of alcoholic beverages and any illicit drugs or drug paraphernalia is prohibited in university/college buildings, any public campus area, housing units, university/college vehicles, or any university/college sponsored events either on or off campus.

  Students who fail to comply with this policy will be subject to disciplinary and/or legal action. Additionally, students who attend class or clinical activities under the influence of, or suspected of being under the influence of alcohol or drugs will be asked by the instructor to leave the classroom or clinical setting immediately. Further sanctions may be applied.

- **Student Appeals Procedure**
  Students are encouraged to seek resolution of a problem at the lowest appropriate level, that is, the student should first discuss the problem with the person(s) directly involved. If this does not satisfactorily resolve the problem, the student should seek resolution with faculty, department chair, and college dean. In the event of an unsatisfactory resolution a formal grievance process may be initiated. The appeals process can be found at http://www.ndsu.edu/fileadmin/policy/337.pdf for grades and at http://www.ndsu.edu/fileadmin/policy/156.pdf for grievances of another nature. Questions regarding appeals may be e-mailed to NDSU.Policy.Manual@ndsu.edu

- **Infectious Diseases**
  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.

  If you are exposed to body fluids while caring for a client:
  1. Wash the exposed area (not eyes) immediately and thoroughly with soap and water. Cover with a dry sterile dressing if an open wound is present.
  2. Notify nursing faculty immediately.
  3. Complete an incident report (available from the clinical agency); submit one copy to the agency supervisor and one to your clinical faculty.
  4. Seek medical advice immediately from your choice of provider. Students are not covered under workers' compensation; costs of care are the responsibility of the student.

- **Clinical Assignments**
  Students will be assigned to clinical sites according to learning objectives of the course. Client characteristics such as age, race, religion, socio-economic level, or health status will not be a factor in clinical assignment unless there is an identified need for clinical experience related to one or more of these characteristics.

  A student who has a weakened immune status or who is pregnant is advised to inform the program director in writing whenever the condition becomes known. The program director will inform the chair. The chair and/or the student will discuss the student's altered physical status with clinical faculty so that appropriate modifications of clinical assignments can be made. Such modification will be based on evidence-based practice guidelines and/or written recommendations of the student's health care provider and will be designed to protect all parties at potential risk.

- **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 on-line from the Office of the Registrar to be sent to whomever the student designates.

  An advisory folder for each student is kept on file in the Department of Nursing while s/he is attending NDSU. 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 Department of Nursing for each graduate and for students dismissed from the program.

SERVICES AND ORGANIZATIONS

- **Student Services**
  Students have access to general student services such as the wellness center, counseling, lactation lounge, meeting areas, food service, and opportunity to participate in cultural, intellectual, and sporting events. Information about graduate student housing may be obtained from the Office of Residence Life. In Sudro Hall there is a student lounge with computers for the use of students in the College of Pharmacy, Nursing, and Allied Sciences. NDSU Wi-Fi access is available throughout Sudro Hall..

- **Financial Aid**
  Students are advised to seek information from the Financial Aid Office regarding available loans and grants including the Nurse Educator Federal Loans. Federal traineeships for FNPand NE students are administered by the Department of Nursing. Information about the North Dakota Board of Nursing scholarship/loans can be obtained from http://www.ndbon.org/. Information about other scholarships is disseminated over the graduate student ListServ.

- **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. Graduate nursing students who have completed one-fourth of their curriculum, have achieved at least a 3.5 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.

- **ANA**

  The American Nurses Association (ANA) advances the nursing profession by fostering high standards of nursing practice, promoting the rights of nurses in the workplace, projecting a positive and realistic view of nursing, and by lobbying the Congress and regulatory agencies on health care issues affecting nurses and the public. As a member, one belongs to both the National as well as the State Organization. For more information, visit the ANA website: http://www.nursingworld.org/

Thinking we may want to add AANP as an organization for students to join ?

North Dakota State University
NURSE EDUCATOR - MASTER OF SCIENCE DEGREE

The Nurse Educator program is a two-year (full-time) or three-year (part-time) course of study leading to a Master's of Science Degree – Nurse Educator (MS-NE). The graduate curricular model is comprised of three components: 1) Graduate core courses; 2) Practice core courses; and 3) Specialty curriculum content.

SAMPLE CURRICULUM PLANS
(42 to 45 Credits) 2 year full-time

Fall – Semester - Year 1	Spring – Semester – Year 1	Summer – Semester – Year 1
3 N701 Theoretical Perspectives of the Discipline 2 N702 Ethics/Policy 3 N724 Curriculum Design (8)	3* N704 Adv Nursing Research 3 N712 Adv Health Assess 3 N725 Teaching Strategies (9)	3 N706 HealthCare Del Systems, Financing & Informatics 3 N726 Education Evaluation 1-2 Thesis/Project (7-8)
Fall – Semester – Year 2	**Spring – Semester – Year 2**	
2 N714 Adv Pathophysiology I 3 N715 Adv Community Assessment 2 N728P Nurse Educator Practicum I 2 N731 Adv. Pharmacology I 1-2 Thesis/Project** (10-11)	2 N716 Adv. Pathophysiology II 3 N729P Nurse Educator Practicum II 2 N732 Adv. Pharmacology II 1-2 Thesis/Project** Elective*** (8-9)	

*Pre-requisite is inferential statistics course (undergraduate or graduate)
**4 Project credits in total or 6 Thesis credits in total
*** Elective encouraged but not required

3 year part-time
(42 to 45 credits)

Fall – Semester - Year 1	Spring – Semester – Year 1	Summer – Semester – Year 1
3 N701 Theoretical Perspectives of the Discipline 2 N702 Ethics/Policy (5)	3* N704 Adv Nursing Research 3 N712 Adv Health Assess (6)	3 N706 HealthCare Del Systems, Financing & Informatics (3)
Fall – Semester – Year 2	**Spring – Semester – Year 2**	**Summer – Semester – Year 2**
2 N714 Adv Pathophysiology I 3 N715 Adv Community Assessment 3 N724 Curriculum Design (8)	2 N716 Adv. Pathophysiology II 3 N725 Teaching Strategies (5)	3 N726 Education Evaluation 1-2 Thesis Project ** (4-5)
Fall – Semester – Year 3	**Spring – Semester – Year 3**	
2 N728P Nurse Educator Practicum I 2 N731 Adv Pharmacology I 1-2 Thesis/Project** (5-6)	3 N729P Nurse Educator Practicum II 2 N732 Adv Pharmacology II 1-2 Thesis/Project** Elective*** (6-7)	NDSU

*Pre-requisite is inferential statistics course (undergraduate or graduate)
**4 Project credits in total or 6 Thesis credits in total
*** Elective encouraged but not required

See pages 29 through 34 for details on Master's project or Thesis.

NORTH DAKOTA STATE UNIVERSITY
DOCTOR OF NURSING PRACTICE
BSN-DNP FACT SHEET
Pending University Approval

NDSU offers a program to prepare students for eligibility for certification as a family nurse practitioner. The full-time eight-semester course of study leads to a Doctor of Nursing Practice Degree (DNP). The curriculum is comprised of three components: 1) Graduate core courses; 2) Practice core courses; and 3) Specialty curriculum content. A minimum of 1,000 hours clinical practice are required.

SAMPLE CURRICULUM PLAN (86 Credits) 3 year full-time

YEAR 1 – Fall Semester 1	YEAR 1 – Spring Semester 2
3 N701 Theoretical Perspectives of the Discipline 2 N714 Advanced Pathophysiology I 3 N715 Advanced Community Assessment 3 STAT 725 Applied Statistics or MPH Bio Stats (11)	3 N712 Advanced Health Assessment (includes lab) 2 N716 Advanced Pathophysiology II 2 N710 Health Promotion & Disease Prevention 2 Pharm 685 Economic Outcomes Assessment 3 N704 Nursing Research/Evidenced Based Practice (12)
YEAR 1 – Summer Semester 3	
6 N712P Assessment Practicum 2 N702 Ethics/Policy (8)	
YEAR 2 – Fall Semester 4	**YEAR 2 – Spring Semester 5**
2 N731 Advanced Pharmacology I 3 N733 Family Primary Care I: Assess & Mgmt 6 N733P Family Primary Care: Residency I 2 N799S-1 Clinical Dissertation I: Dev. of a Evidenced based practice study (13)	2 N732 Advanced Pharmacology II 3 N734 Family Primary Care II: Assess & Mgmt 6 N734P Family Primary Care: Residency II 2 N799S-2 Clinical Dissertation II: Implementation of an evidenced based practice study (13)
YEAR 2 – Summer Semester 6	
2 N 735 Family Primary Care III: Assess & Mgmt 2 N 750P Family Primary Care: Specialty Practicum (4)	
YEAR 3 – Fall Semester 7	**YEAR 3 – Spring Semester 8**
6 N735P Practicum IV: FNP Role Integration 2 N720 Advanced Practice Roles 2 N799S-3 Clinical Dissertation III: Evaluation of a Evidenced based practice study 3 N706 Healthcare Del. Systems, Financing & Informatics (13)	8 N736P Practicum V: FNP Role Integration 3 N730 Clinical Applications 1 N780 IPE (12)

CURRICULUM

Core Graduate Courses	Practice Core Courses	Specialty Curriculum
N701 Theoretical Perspectives of the Discipline N702 Ethics/Policy N706 Health Care Delivery Systems, Financing & Informatics N704 Nursing Research/ Evidenced Based Practice	N712Advanced Health Assessment N715 Adv Community Assessment N731 Advanced Pharmacology I N732 Advanced Pharmacology II N714 Advanced Pathophysiology I N716 Advanced Pathophysiology II N710 Health Pro/Dis Prevention N780 IPE Pharm685 Econ Out Assess Stat 725 Applied Statistics	N733 Family Primary Care I: Assess & Mgmt N734 Family Primary Care II: Assess & Mgmt N712P Assessment Practicum N720 Advanced Practice Roles N730 Clinical Applications N733P Family Primary Care: Residency I N734P Family Primary Care: Residency II N735 Family Primary Care III: Assess & Mgmt N735P Practicum IV: FNP Role Integration N736P Practicum V: FNP Role Integration N 750P Family Primary Care: Specialty Practicum N799S-1 Clinical Dissertation I: N799S-2 Clinical Dissertation II: N799S-3 Clinical Dissertation III

NORTH DAKOTA STATE UNIVERSITY
DOCTOR OF NURSING PRACTICE
POST-MASTER'S FACT SHEET

The North Dakota State University Doctor of Nursing Practice (DNP) is a terminal degree that prepares the nurse practitioner graduate to prove the most advanced level of nursing care for individuals, families, and communities. The DNP program educates the nurse practitioner graduate for expert practice in leadership and clinical roles. The DNP program at NDSU is a practice-focused doctoral program in nursing. The DNP program emphasizes evidenced-based approaches to healthcare using strategic problem-solving skills. The changing demands of the Nation's complex health environment will require the highest level of scientific knowledge and practice expertise to assure high quality patient outcomes.

CREDITS	COURSE NAME
3	Stat 725: Applied Statistics
2	Pharm 685: Economic Outcomes Assessment
2	NURS 730: Clinical Applications
8	NURS 735P: Practicum: FNP Role Integration
6	NURS 799S: Comprehensive Study * **or**
2	NURS 799S-1: Clinical Dissertation I: Development of a Comprehensive Study*
2	NURS 799S-2 Clinical Dissertation II: Implementation of a Comprehensive Study*
2	NURS 799S-3: Clinical Dissertation III: Evaluation of a Comprehensive Study*
16	Support Courses: These are graduate courses that support your interest area.
38	**Subtotal Credits**
48	**Portfolio**
86	**REQUIRED TOTAL CREDITS FOR GRADUATION**

*** The student may take either the NURS 797S: Comprehensive Study Course for 6 credits or the 799S-1, 799S-2, and 799S-3: Clinical Dissertation course series (2 credits each for a total of 6 credits).**

- **The portfolio is a purposeful collection of work which demonstrates education, experience, and achievement as an APN. An acceptable portfolio will be organized, individualized, selective, and reflective.**

- **At least 15 credits at 700 level courses or above.**

- **If the student completed APPLIED STATISTICS prior to admission, another course may be substituted.**

- **Support courses may be taken for several other disciplines and should supplement and compliment the student's plan of study and/or project goals.**

Curriculum Worksheet

Student: _____ Specialty Track: _____

Advisor: _____ Expected Graduation Date: _____

Indicate the courses that will be taken each semester. Indicate when plan of study will be submitted; when IRB approval, proposal meeting, and oral examinations will be scheduled; and when other required graduate school forms will be submitted. When completed, a copy of this form is placed in the advising file.

Fall Semester 1	Spring Semester 2	Summer Semester 3
Fall Semester 4	Spring Semester 5	Summer Semester 6
Fall Semester 7	Spring Semester 8	Summer Semester 9
Fall Semester 10	Spring Semester 11	Summer Semester 12

DOCTOR OF NURSING PRACTICE
CLINICAL DISSERTATION

Clinical Dissertation information can be accessed at
http://www.ndsu.edu/fileadmin/nursing/DNP_Clinical_Dissertation_Guidelines_2_28_12.pdf

Clinical Dissertation 799S-1 (2 credits); 799S-2 (2 credits); 799S-3 (2 credits)

1. Total credits are 6. Credits are distributed over three semesters.

2. Students must maintain continuous enrollment with at least 1 credit each semester until completion of the study and oral examination. After completing 6 credits, students must register for 797SR each semester until finished. The credit will be recorded as "R", and there will be no grade awarded.

The Clinical Dissertation is a scholarly documentation of an undertaking to improve practice.

CLINICAL DISSERTATION

1. Title Page
2. Table of Contents
3. Body of the Paper
   a. Background and Significance of Proposed Project/Intervention
      - Problem Statement or Purpose – Identification of the challenges, problems, situations, opportunities leading to the proposed project.

   b. Theoretical Framework
      - Project Description
        - Literature Review and Synthesis
        - Congruence of Organizations Strategic Plan to Project
        - Project Objectives
      - Project Design
        - Evidence Based Project /Intervention Plan – Describe in detail the project plan
        - Timeline of Project Phases
        - Resources – Personnel, Technology, Budget, etc.
        - As appropriate to the individual project and determined by the advisor and mentor, the DNP student may include a market analysis, strategic analysis, and/or product/services, sales/marketing, operations, and financial plan that justifies the need, feasibility, and sustainability of the proposed project.

- Evaluation Plan
  - For each objective, include specific details as to how your project will be evaluated. What evidence-based measures will be applied to the evaluation plan? What evidence-based measures/instruments were used for each objective? What method of analysis will be used for each objective?

- Application to DNP Role

- Discussion and Conclusion
  - Presentation of Findings
  - Interpretation of Results
  - Limitations
  - Implications for Nursing Practice
  - Future Research

Supervisory Committee

Each student has a supervisory committee who guides the Clinical Dissertation and conducts the final oral examination. The committee consists of three members invited by the student: the committee chair (major advisor who is a full or associate member of the graduate faculty in nursing), a second member who is a full or associate member of the graduate faculty in nursing, a third member who is either a full or associate member of the graduate faculty of the University or an outside expert in the area of study, and a fourth member who is appointed by the Graduate School. The student and advisor may offer suggestions to the Graduate School. The student may invite additional members to serve on the committee. The supervisory committee should be formed in ample time to provide guidance for the design of the Clinical Dissertation.

MASTER'S DEGREE
THESIS OR PAPER

Master's Thesis: NURS 798 (6 credits)

1. Total number of Thesis credits is six. Students may divide this total in subsequent semesters as they desire.
2. Students must maintain continuous enrollment with at least one credit each semester until completion of the Thesis and oral examination. Only six credits for Thesis may be applied toward the degree.
3. Thesis credits are graded each semester as P/F. To earn a grade of P a student must demonstrate progress toward completion of the Thesis.

The Thesis is a demonstration of the student's ability to develop and conduct a research study utilizing all the steps of the research process. The Thesis must either contribute new knowledge to the discipline of nursing or expand existing knowledge in an area of study. This may be a replication of other scholarly work, or may be a study utilizing secondary data, but the work must be original.

The Thesis is viewed as a scholarly work, and must use the criteria for APA style. Additionally, the Thesis must meet the Graduate School criteria. The Thesis must include the following elements in a five-chapter format appropriate to the research design:

1. The Research Problem
    A. Introduction
    B. Statement of the Problem
    C. Purpose of the Study
    D. Significance for nursing

2. Literature Review and Study Framework
    A. Review of Related Literature
    B. Theoretical Framework
    C. Research Questions or Hypotheses
    D. Conceptual and Operational Definitions
    E. Assumptions

3. Methodology
    A. Research Design
    B. Population and Sample
    C. Institutional Review Board Approval
    D. Data Collection
    E. Plan for data analysis

4. Results
    A. Demographic Information
    B. Research Questions or Hypotheses
    C. Data Analysis

5. Discussion and Conclusions
    A. Interpretation of Results
    B. Limitations
    C. Implications for Nursing Practice
    D. Recommendations for further research

Master's Paper: Nursing 797 (4 credits)

1. Students may register for either 1 or 2 credits of NURS 797 the semester they begin working with their committee chair.
2. Students must maintain continuous enrollment with at least one credit each semester until completion of the Paper and oral examination. Only 4 credits for the Paper may be applied toward the degree.
3. Master's Paper credits are graded each semester as P/F. To earn a grade of P a student must demonstrate progress toward completion of the Master's Paper.

The Master's Paper may take one of two forms:

Form 1: Critical Literature Review

The Critical Literature Review is a demonstration of the student's ability to critically analyze a controversial and significant topic or issue; and to discuss implications for nursing practice from this analysis. Areas to be addressed include:

1. The Topic or Issue: Presentation and Exposition
    A. Identifies a significant topic or issue in the literature, provides rationale within a conceptual approach, and how the critical literature review is organized.

2. Literature Review: Critical Analysis
    A. Demonstrates a theoretical approach to the topic and critically analyzes relevant research.
    B. Builds a case for depicting major gaps or accomplishments in the literature.

3. Discussion and Application
    A. Interprets and discusses practice implications and need for future research via a synopsis of the literature review.

Form 2: Problem Solving Project

The Problem Solving Project (PSP) is a demonstration of the student's ability to effectively address a nursing problem in the student's area of specialization.

1. Problem and Its Environmental Context
    A. Clearly identify a significant problem in your area of nursing specialization.
    B. Describe the characteristics of the environment within which the problem exists.

2. Literature Review: Research, Narrative, and Theory
    A. Document the nature of the problem and current approaches to its resolution.
    B. Identify theoretical construct(s) underlying the nature of the problem and/or its resolution.

3. Intervention and Implementation
    A. Propose a nursing intervention to resolve or reduce the problem.
    B. Implement the planned intervention.

4. Evaluation
    A. Evaluate the nursing intervention.
    B. Use the evaluation findings to generate recommendations for improved nursing practice.

FINAL ORAL EXAMINATION

The purpose of the final oral examination is to give the degree candidate the opportunity to a) demonstrate mastery of the essentials of his/her plan of study and readiness for advanced practice in nursing; b) present the findings of the culminating scholarly project; and c) demonstrate his/her ability to explain and define the culminating scholarly project and its contribution to the discipline.

1. To schedule the final oral examination, a student must be enrolled in or have completed at least 75 percent of the total credits required for the degree.

2. The final oral examination follows the completion of and precedes the final approval of the culminating scholarly work (Clinical Dissertation, Thesis, or Project).

3. Preparation for the examination includes the following
   - Seek permission to schedule the oral examination from the major advisor.
   - Schedule the examination with each member of the supervisory committee.
   - The request to schedule the examination form is sent to the Graduate School two weeks prior to the examination.
   - Submit the Thesis, Paper, or Clinical Dissertation in near final form to the supervisory committee members no fewer than seven days prior to the examination.

4. The final examination is conducted by the supervisory committee.

5. The examination, approximately 60 minutes in length, proceeds as follows:

   A. The examination begins promptly at the designated time.
   B. The chair invites the candidate to give a brief summary of her/his culminating scholarly work.
   C. The beginning of the examination focuses on the culminating scholarly work of the candidate. The candidate is expected to be prepared to defend all elements of the culminating scholarly work.
   D. The committee asks eight to ten questions pertinent to the core curriculum and specialty area study.
   E. The student is excused and asked to wait in a nearby area for the committee's decision.

6. The committee decides if the student's Master's Thesis, Paper, or DNP Clinical Dissertation is accepted and if the student passes or fails the final examination, In addition:

   A. If the committee members agree that the student has mastered his/her program of study and is knowledgeable about the Thesis, Paper, or Clinical Dissertation topic, the student passes and the proper forms are sent to the Graduate School completed. See the Graduate School policies for consequences of failing the exam.

   B. If the committee members agree that the written Thesis/study/Paper requires revision, the student must make and submit the revisions to the committee. The committee determines whether the needed revisions are minor or major. If minor, the major advisor (chair) may be authorized to read and approve the revisions as specified. If major, the entire committee will review the revisions.

7. The committee completes the paperwork necessary for the student to proceed in the degree candidacy process.

Completion

- Submit a draft of the Thesis, Paper, or Clinical Dissertation electronically to the Graduate School for approval. Include a copy of the IRB approval letters and the Thesis, Paper, or Clinical Dissertation checklist on top of the draft. The completion package fee needs to be submitted to the graduate school with the first draft. Revisions of the Thesis, Paper, or Clinical Dissertation may be required.
- Once approved by the Graduate School, submit an electronic copy of the Thesis, Paper, or Clinical Dissertation no later than one year after the oral defense. Degree date is based on the date when final copy is submitted to the Graduate School. The major advisor may request a bound copy and the student may choose to have bound copies made for themselves and others.
- Submit request to participate in commencement (optional).
- Participate in commencement (optional).

North Dakota State University Graduate Nursing Program
Thesis, Project, or Clinical Dissertation Completion

1. Prior to writing the Thesis/Paper/Dissertation, student reviews Graduate School Guidelines for the Thesis/Dissertation.

2. Student interviews eligible faculty members to learn additional information such as the faculty member's nursing philosophy, research interests, and other relevant information (for example, if the faculty member is available during summer).

3. After discussing proposed topic, student requests faculty member to be Chair of his/her Supervisory Committee.

4. Faculty member accepts or declines.

5. Student relates to Nursing Graduate Academic Assistant the change of Academic Advisor to Supervisory Committee Chair if there is a change.

6. If student decides to change Supervisory Committee Chair, the student is responsible to communicate to the previous Supervisory Committee Chair that another faculty member is a better fit for the project and will be the new Supervisory Committee Chair.

7. Faculty member is listed as Advisor and Thesis/Dissertation Committee Chair.

8. Student discusses potential committee members with chair.

9. Student secures agreement of another eligible nursing faculty member to serve on committee and of a third person who may be an outside expert or may be a member of the nursing faculty. (A fourth member of the committee is appointed by the Dean of the Graduate School). A student may choose to have more than four people on his/her committee. MS students are required to have a minimum of three on his or her committee and may choose to have four or more members.

10. Student sends Degree Plan of Study/Supervisory Committee form to the Graduate School. http://www.ndsu.edu/gradschool/current_students/forms/

11. Chair guides student in the development of his or her Thesis/Paper/Clinical Dissertation proposal.

12. Turn-around times for student work submitted to chaor/commmittee is no greater than ten (10) business days.

13. Student sends proposal to committee members after review and approval of the committee chair and a meeting of the Supervisory Committee is scheduled.

14. Committee members are given a minimum of ten (10) business days to review the proposal before the meeting.

15. Input is given by the Supervisory Thesis/Paper/Clinical Dissertation Committee.

16. Chair mentors student in execution of the scholarly activity.

17. Chair and student mutually agree on timeline and on how components of Thesis/ Clinical Dissertation will be submitted to the chair for review.

18. Complete and submit Request for Oral Exam form to Graduate School at least two weeks prior to final Oral Examination http://www.ndsu.edu/gradschool/current_students/forms/

19. At the discretion of the chair and student, progress meetings with the entire committee may be scheduled.

20. Chair conducts the committee for the Final Oral Examination to determine if student has met the Program Outcomes.

21. In the nursing program, the final review of the Thesis/Paper/Clinical Dissertation usually occurs at the time of the final oral examination.

23. Following the oral exam, the chair forwards to the Graduate Office the record of the outcome of the examination (P/F) on the form received from the Graduate Office. The student attends to the recommendations of the committee, if any. Revision to the final scholarly project and other recommendations are monitored by the chair; however, committee members individually or as a group may elect to participate in monitoring recommended revisions. The department chair is required to sign off on the final scholarly project before the document is submitted to the graduate school for approval. http://www.ndsu.edu/gradschool/current_students/forms/

24. Following incorporation of recommendations according to the agreed-upon process, the Thesis/Clinical Dissertation is electronically submitted to the Graduate School. http://www.ndsu.edu/gradschool/current_students/forms/

25. Student completes form or statement regarding use or nonuse of humans, animals, or biohazards in the research project and submit form with Thesis/Clinical Dissertation. http://www.ndsu.edu/gradschool/current_students/forms/

26. Student informs the Graduate School how s/he can be contacted and who will pick up the bound copies of the Thesis or Dissertation if that option has been chosen.

27. Student fills out and sends to the IRB Office the Continuing Review or Completion Report form prior to graduation. This form lets NDSU IRB know the research project is completed.